500 Help Wanted

PROGRAMMERS

$15K to $35K

We have several openings locally & nationwide for Programmers & Systems Analysts. If you have work experience in COBOL, ASSEMBLER, or RPG II, call or send resume to

RETZLER & ASSOCIATES
16000 W 9 Mile, Suite 434
Southfield, Mi 48075
559-7949

Property Management

Established Southfield Based Property Management Firm seeks person to Administrate operations of Apartments, Condominiums & Co-Operatives. Responsibilities include: Staff & on Site Supervision, establishing Rental Policies, meeting with Boards of Directors. Salary commensurate with experience.

Send complete resume to:
BOX 46
Observer & Eccentric Newspapers, Inc
36251 Schoolcraft Rd.
Livonia, Michigan 48150

PUBLIC RELATIONS coordinator Southfield based professional association is seeking a person to supervise their public relations program. Prefer strong writing background with college journalism degree & some experience in editing & dealing with various media. Former job related duties with media or trade/professional association helpful. Salary negotiable. To apply submit resume to: Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES ENGINEER
FEES PAID

Fortune 500 Company Immediate requirement for heat transfer and management background. Total customer account responsibility. Company car. $20K.

Professional Personnel 357-4810
19189 10 Mile, Southfield 48075

SALES GIRL - experienced for retail mirror design, bookkeeping ability. Farmington Hills area Call afternoons 626-7239

SALES LADY, permanent part-time for exclusive large size women's store located in Plymouth. Experience required Tadmore's. 455-0350

SALESPERSON
Retail - Part Time

Branch of womens fashion store, at Twelve Oaks. Nov. needs a person for late afternoons, evenings, and weekends Ideal for college student or Homemaker. This opening is permanent - not summer only. Employee discount.

Call for appointment
358-5933

SCHEDULING EXPEDITER
Our expanding Electrical Engineering firm needs a qualified person to carry out production coordination functions. Duties involve scheduling, daily planning and follow-through for three interactive departments. Excellent benefits Salary commensurate with experience Resume only to Production Manager, Box 456 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

REGISTERED NURSES
WE OFFER YOU

- No pulling to other units
- No shift rotations
- Excellent 5 benefits and working conditions for the following positions

HEAD NURSE POSITION
ORTHOPEDIC UNIT

full time midnight position is available. BSN preferred with some supervisory experience.

CRITICAL CARE COMPLEX

Part time staff positions on the midnight and afternoon shifts are available immediately.

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)

LPN'S PART TIME

If you have experience in an acute care hospital within the last 5 years please contact us.

Please contact Human Resources Dept.

botsford general hospital
an orthopaedic institution — serving the community
28060 Grand River Ave. Farmington Hills, MI 48024
476-7600
an equal opportunity employer m/f

Join the new
WEEKEND NURSING TEAM AT GRACE HOSPITAL...

The new, flexible weekend scheduling program for RN's who prefer to work weekends - want to return to nursing on a limited time basis or who are seeking extra earning potential.

WORK 32 HOURS...GET PAID FOR 40 HOURS!

- Work 8 hours Friday, 12 hours Saturday, 12 hours Sunday or work 12 hours Saturday, 12 hours Sunday, 8 hours Monday and *enjoy full-time benefits.*

WORK 24 HOURS...GET PAID FOR 32 HOURS!

- Work 12 hours Saturday and 12 hours Sunday and *enjoy part-time benefits.*

INTERESTED?

CALL NOW: GRACE HOSPITAL NURSE RECRUITMENT (313) 927-3202

OR MAIL THIS CARD NOW

YES, I'M INTERESTED

PLEASE CONTACT ME WITH MORE INFORMATION.

Harper-Grace Hospitals
Grace Hospital Division
18700 Meyers Rd
Detroit, Michigan 48235
Member Detroit Medical Center
Equal Opportunity Employer M/F

Name _____
Address _____
City _____ State _____
Telephone No. _____
My major area of interest is _____

O&E

500 Help Wanted

SALESLADY
SALESLADY
Mature & conscientious. Holly Hallmark Store, Northland Center.

SALES/MARKETING MANAGER
A fantastic opportunity for the ambitious to help from the ground up in putting together and managing a great new Motor Inn in the Metro Detroit area. You must have hotel experience in set-up and organization of both sales and marketing. Send confidential resume to Sheraton Oak Motor Inn, 31175 Telegraph, Southfield, Mi., 48034
An Equal Opportunity Employer

SEAMSTRESS - Designer with New York showroom needs full time experienced seamstress. Only experienced need apply Call Joan. 341-3345

SEMI TRUCK DRIVER
Must have good driving record, at least 5 years experience. Very steady employment. Days. Apply in person, 12550 Inkster, Livonia

SENIOR Day Camp Counselor, min. age 18, to be Contact Brian Porter at Troy Boys & Girls Club. 689-1687

SERVICE BARTENDER
Immediate opening, part time. Mayflower Hotel Steak House. Must be experienced Contact Creon Smith. 453-1626

SERVICE MANAGER

Experienced Manager possessing excellent communication, organizational, and decision making skills. Technical knowledge in electronics required. Salary from $18,000 per year. Send all resumes to:

P. O. Box 621
Novi, MI 48050
Equal Opportunity Employer M/F

SERVICE MAN. Must be experienced, light commercial and residential, heating & air conditioning.
Apply 35953 5Mile, Livonia.

SERVICE REPRESENTATIVE

to install & service equipment in the foundry. Requires knowledge in electrical & mechanical fields. Experience in foundry machinery desired. Requires extensive travel. Submit resume including education, experience and salary history to Dependable-Fordath Inc., 12812 Fairlane, Livonia, Mich. 48150

SERVICE STATION, full time, permanent, all around employee with experience. Students do not apply. Birmingham 647-0700

SERVICE TECHNICIAN-6 years or more experience. Please do not apply unless you at qualified & willing to work. Call D & G Heating & Cooling Co. 476-7322

SKILLED WRITER
Individual with expertise in the use of written & image skills. Creative ability and experience in the formulation of product brochures, procedure manuals, and training materials desired. Expanding, dynamic Southfield firm. Full benefits. Send resume to P. O. Box 300, Southfield, MI 48037.

SOUTHFIELD based co. seeking experienced landscaped maintenance man with leadership capabilities. Potential foreman, call for eve or weekend interviews Able Arma Landscape Co. 356-6281

STOCK PERSON: shipping clerk, lifting and climbing required, full time position, will train shipping procedures. Progressive Southfield Manufacturing Firm 353-2622

502 Help Wanted Dental-Medical

STAFF NURSES NEEDED
RNS & LPNS

Days, Afternoons & Midnights
Good working conditions, many benefits including shift premium. Contact Ms. Grieve, RN, DON, between 10 A.M.-4 P.M. 522-1444.

CAMELOT HALL
Convalescent Center
35100 Ann Arbor Trail
Livonia

500 Help Wanted

SPORTS OFFICIALS

Need experienced Baseball & Softball Umpires. $4 to $18 per game. Non-residents may apply. Apply immediately to: City of Livonia, Civil Service Commission, 33000 Civic Center Dr.

An Equal Opportunity Employer

SUPERVISION - Vons Steel Corp, Taylor, has need of experienced supervisor for continuous pickling line, slitting lines & cut-up lines. Salary range would be from $1350 to $1500 per month plus fringes. Exact pay depends upon qualifications & experience. Supervisor must be able to work days, afternoons or midnights. Call between 10 am - 3 pm for interview appt. at 291-7500

SURGICAL APPLIANCE AND PROSTHESES
SALES & FITTING

Surgical supply & equipment company in Livonia area has immediate sales opening for mature female willing to learn fitting of surgical appliances and maintaining prosthesis. For appointment contact Mr. Eldredge
471-0120 or 348-9445

TEACHERS WANTED for fall 1981, adult education credit classes in the following areas - Art, English, Speech, Social Studies, Psychology, Career Planning, Sociology, Business, Legal Secretary, Medical Secretary, Medical Transcription, Geology, Biology, Astronomy, Interior Decorating, Home Insurance, Auto, Home, Wiring, Plumbing, Foremanship/Supervision. Must have secondary certification or quality for vocational certification. Call Cheryl Willett, Garden City Public Schools, 425-0700 ext 73 or 74

TECHNICAL ASSISTANT/Part Time
To work with High School youth in Cosmetology program to start, 81-82 school year. Cosmetology license required. Contact Plymouth Canton Community Schools 454-5100 Ext. 2, Plymouth.

TECHNICIANS
ADVISORS

Experienced people needed to add to our busy growing dealerships. Earning potential to $35,000+ and an excellent benefit package. Please, if you have replied to our ads before, please apply again, in person only to George Hawes or Mike Dionne.

Bob Saks, Inc.
35300 Grand River
Farmington Hills, MI

Full & Part Time positions available. Automotive experience helpful. Employment Center 544-0616

TELLERS

We have an immediate full time teller opening at our Oak Park office on 9 Mile Rd. near Coolidge and a part time teller opening at our Southfield office on 10 Mile Rd. near Greenfield. Work Hrs. for the part time position are Mon. & Wed. from 9 am to 4:30 pm and Fri. from 9 am to 8 pm.

Candidates must be well groomed and personable. Prior cash handling experience required. Excellent working conditions and competitive salary.

AMERICAN FEDERAL SAVINGS
24700 Northwestern Hwy. Sfld. 48075
Equal Opportunity Employer M/F/H

TOBACCO CLERK
Drug store Cashier on tobacco counter. Monday thru Friday, 8:30-4 pm. Experienced retail sales person. References. Northland Medical Building Pharmacy Call Larry. 569-0650

TRAVEL AGENT
at least 2 years experience. Apollo training. Southfield based company. Salary and insurance 559-8166

TRAVEL AGENT
Recent Agency experience required. Apollo preferred. 5 days, top salary, benefits. 353-1044 or 353-1291

TRUCK MECHANIC with experience. Apply at 5775 Lilley Rd., North of Ford Rd., Canton Tues. or Fri. Ask for John.

502 Help Wanted Dental-Medical

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

L.P.N.'S
PRIVATE DUTY
CANTON AREA

Excellent opportunity for an LPN who enjoys working with children. Please call toll free.

TEMPORARY
HEALTH CARE SERVICES
1-800-462-7593

MATURE, experienced dental receptionist, Rochester area 652-7777

NATURE RECEPTIONIST for dental office, Livonia. Full or part time. Good salary and benefits
Apply to 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 #134Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

500 Help Wanted

TYPESETTER
For local advertising agency. One year experience preferred. Call Personnel Placement Coordinator. 348-1810

WORK BASED at home. Toy Chest Partners in our 22nd year, expanding. Need manager to open Livonia area. No investment, Free samples, guaranteed toy gifts, home decor. Expense account, also hiring demonstrators. Call 345-7373

502 Help Wanted Dental-Medical

BILLING OFFICE - mature woman, typing & filing, Mon. thru Fri. 8:30-5. Southfield area. 559-5808

BUSY Dermatology office seeking well-rounded person with receptionist & medical assistance background. Call, ask for Helga 540-4224

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

DENTAL ASSISTANT
Mature, experienced individual for chairside assisting Schoolcraft/Telegraph area. Call 534-6480 for interview.

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge & lab affiliates. Attractive benefits & competitive salary commensurate with abilities. 535-7618

DENTAL ASSISTANT
Part time position available for a week, for Farmington Hills general dentist. 476-8350

DENTAL ASSISTANT
Large group practice looking for person experienced in 4 handed dentistry who enjoys working with people. Excellent benefits 722-3131

DENTAL ASSISTANT wanted for Livonia office. Must be able to assist at chair, take x rays, experience with lab work & front desk helpful. Excellent hours, working conditions & fringe benefits. Salary will commensurate with ability & experience. 427-8111

DENTAL ASSISTANT full time, experienced necessary, certified preferred. Dearborn area. 277-0516

DENTAL ASSISTANT wanted for Livonia office. Full time, experience preferred. Ask for Jean. 421-0171

DENTAL ASSISTANT for pediatric dental office. Experience preferred. Salary & fringe benefits contingent on experience. 553-3250

DENTAL ASSISTANT
Full time position available at Northville practice, must have experience. 348-2697 or 559-5069

DENTAL ASSISTANT
Full time Detroit office, Graduate Assistant or at least 3 years experience preferred. 871-2144

DENTAL ASSISTANT
Full time for practice in downtown Birmingham. Experience preferred. Call: 646-1046

DENTAL CHAIRSIDE Assistant, mature, experienced, no evenings, salary negotiable, Livonia. 476-1001

DENTAL HYGIENIST
Plymouth area Chairside Position
2 to 2½ day week. 453-4150

DENTAL HYGIENIST
Perio office, 4 days, no Saturdays. Maple - Telegraph area. Experience only 647-3516

DENTAL HYGIENIST - mature, experienced, personable, Mon. & Tues. Northland. Send resume to box #388 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
Experienced only, 2½ days including Saturday morning. Farmington Hills 476-8330

DENTAL OFFICE in Southfield - seeking experienced Dental Assistant for congenial, multi-staffed office. Mon. thru Fri., no eves. Benefits. 352-8606

DENTAL RECEPTIONIST
For Orthodontic office in Lathrup Village. Full time employment for mature person. Must be excellent typist and enjoy children. Experience desired but not necessary. 559-0092

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST - terrific opportunity-our receptionist is pregnant we need someone that will complement our perfectly staffed office. If you think you can qualify give us a call but you must be experienced, Englewood, Inglemoor, appointment book control. Also may be future opportunity for an experienced part time dental assistant or a part time receptionist. Excellent salary & benefits. 559-3020

DENTAL RECEPTIONIST - Position available for mature person with experience for 4 man dental office. Wonland area. Excellent benefits. 732-5130

DENTAL RECEPTIONIST
Experienced only for Troy office. Call 9AM-5PM Tues. thru Fri. 641-7918

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

DENTAL RECEPTIONIST
Livonia. Experienced. Good salary and benefits. Reply to Box 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST for office to handle insurance, etc. Full time, W. Dearborn. Excellent benefits including pension & profit sharing. Experience necessary. 565-5507

DENTAL RECEPTIONIST. Excellent opportunity to work in congenial multi-staff office in Plymouth. Experience preferred. Pleasant working conditions and work environment. Salary commensurate with ability. Call 453-8450

DENTAL TECHNICIAN
Set up and Pour. Salary.

DENTURE ASSISTANT
Investing, packing, processing.

FINISHER
Crown & bridge framework. All benefits & profit sharing. Beverly Dental Studio, 5050 Schaefer Rd. Dearborn. 581-5234

EKG TECHNICIAN - Experienced. Full time doing mobile EKG in tri-county area. Travel reimbursement. Must have own car. 644-4134

FULL TIME chairside dental assistant, general practice, no Saturdays, background or experience preferred. Call with resume for interview. Fenkell near Telegraph. 535-8600

HYGENIST, Full time. Some dental assisting duties, new Livonia Office. Send resume to Box 303, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IN SERVICE INSTRUCTOR
RN Experienced in service training for full time position preparing skilled nursing facilities. Must be self motivated & accept responsibilities for training of Nurse & Nurse Aides. Degree helpful. Excellent wage & benefit package. Contact Kay Kermode, RN Director of Nursing, University Convalescent Home, 28350 Five Mile Road, Livonia 427-8270

LABORATORY TECHNICIAN
needed for doctors office, 12 Mile/Northwestern area. Call 352-4880

LICENSED NURSES
Openings available for RNs & LPNs full time afternoons, and part time afternoons & midnights, in skilled nursing facilities. Excellent wages & benefits. In service to meet your needs. Contact Kay Kermode, RN Director, of Nursing, University Convalescent Home, 28350 Five Mile Road, Livonia 427-8270

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

LPNS
Full or part time. Day & Afternoon shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold Home, 17000 W. 8 Mile, Detroit. 331-4001, Ext. 38

LPN'S OR RN'S
Midnights, part time, approx 16 bed nursing home or main facility. Farmington 477-3723

LPN'S with
starting salary of $4.50 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.'S
PRIVATE DUTY
CANTON AREA

Excellent opportunity for an LPN who enjoys working with children. Please call toll free.

TEMPORARY
HEALTH CARE SERVICES
1-800-462-7593

MATURE, experienced dental receptionist, Rochester area 652-7777

NATURE RECEPTIONIST for dental office, Livonia. Full or part time. Good salary and benefits
Apply to 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 #134Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT, full-time or part-time afternoons. Experience preferred. Southfield area. Call 354-6422

MEDICAL ASSISTANT
Experienced needed for OB-GYN office, full time. Sinai Medical Building. 557-7400

MEDICAL ASSISTANT
For busy Southfield Internist's office. Responsibilities include Vital Signs, Injection, Blood Pressure & X-Ray. Full time, 11am-7pm 478-4338 or 569-4350

MEDICAL ASSISTANT, experienced, needed for Livonia medical center. 9AM-5PM - 5 days. Must be experienced in E.K.G., X-Ray, injections and V.P.. Good salary and benefits. Ask for Dee
An Equal Opportunity Employer 591-0449

MEDICAL ASSISTANT
Experienced only, mature, insurance, pegboard, vena puncture, WBC. Good hours. Livonia. Call 533-5660

MEDICAL ASSISTANT, Farmington Hills 8 Mile area. Mature experienced, 12-16 hrs. per week, Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL OFFICE needs part-time, mature, responsible gal, experienced, assisting & general office procedures. Livonia area. 476-2420

MEDICAL RECORD CLERK - Full time entry level position for filing, posting & typing. Good clerical skills are required. 644-4134

MEDICAL TRANSCRIPTIONIST
Experienced for radiology office. Part time. Northwestern Hwy. 855-4700

NURSE ANESTHETIST
Salary commensurate with experience. Excellent fringe benefits including pension plan. Garden City area.
Contact Mrs. Ogden at:
425-9677

NURSES AIDE AND Physical Therapist positions and medical related positions available now on night shift. Excellent benefits including profit sharing. Apply now to Mrs. Kerpet, Dir. of Nursing

Four Chaplains
Convalescent Center
28349 Joy Rd. Westland
261-9500

RNS - LPN'S
Immediate openings for home care. Medical Care, Inc.
656-1888

RNs or LPNs
All Shifts, full and part time.
Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

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

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

SURGICAL ASSISTANT
Full time needed for busy oral surgery office. Experienced preferred. Southfield area. Mon., Fri., 9-5 PM. 557-4444

VENA PUNCTURE TECH. needed, full time, day shift, good driving record required. Call between 8:30AM-12 noon. Southfield area. 358-1018

WESTLAND PHYSICIAN needs medical assistant, RN or LPN, must do venapuncture, EKG, minimum physical therapy, regular hours.
Call between 6PM & 5PM 728-1212

X-RAY TECH, registered and experienced for full time position in private lab in Southfield area. 355-7200

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE and Payroll, 1-2 years experience, computer experience a plus. Wayne area. Call 729-8200

AD AGENCY SECRETARY

Front desk position with suburban firm will all-light your personality and professionism. No shorthand necessary. Dictaphone is fun. Good Salary. Call Alice now!

353-2090
SNELLING & SNELLING
PERSONNEL

ADMINISTRATIVE ASSISTANT - self motivated person with excellent typing skills, some bookkeeping experience, good communication & organizational skills a must. Dealing with people a plus. Call Mr. Fishman, National Representatives 789-2700

ADMINISTRATIVE ASSISTANT TO $15,000

Articulate person with excellent skills for this position with prestigious financial firm. Excellent benefits. Fee paid. Call Vickie.

Snelling & Snelling
336-7400

ADMINISTRATIVE ASSISTANT

Fantastic opportunity if what you want is to be an intrinsic part of an exciting management team. This company prominent needs someone with excellent secretarial skills who enjoys working on projects and is able to deal with top executives and confidential matters. Excellent compensation package. If interested in a very challenging opportunity, send confidential resume to Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING
MARKETING
SECRETARY
Lots of variety makes this a super fun job. Good clerical skills a must. Use your art and writing skills if you desire. Freight company will start you at $12,000. Call Nicki.

Snelling & Snelling
336-7400

A GAL FRIDAY. Willing to train personable typist (50 wpm) for fast paced variety position in growing company. Redford area. $150 to start. 255-5000

A PERMANENT part time secretary needed for busy but interesting office. Must be mature with experience, good skills & pleasant personality. Work 9-5 two days per week. 1 opening in Southfield, 1 in Birmingham (Bingham). Call Mary 647-4707

ASSISTANT BOOKKEEPER.
Experienced in accounts receivable, accounts payable and payroll. Light typing and filing. Send resume to
Eblin & Company 17117 W. 9 Mile, Suite 1314 Southfield Mich. 48075

ASSISTANT OFFICE MANAGER
Dealership experience necessary

Bob Jeannotte Pontiac, Inc
14949 Sheldon Road
Plymouth
453-2500 963-7192

ATTENTION: Bookkeeper and general office, flexible Hours, approx. 8 hours per week, mornings, $5 hour. 534-0715

BILLING CLERK - mag card experience. Apply in person only. PDQ Air Service, Oakland Pontiac Airport. 3244 Highland Rd. Pontiac Mich. no phone calls please.

BOOKKEEPER - experienced in restaurant accounting. Salary commensurate to experience. Phone between 1-5PM. 649-6644

504 Help Wanted Office-Clerical

BOOKKEEPER - EXPERIENCED
Part Time, 3 Days Weekly
Redford Area
538-5454

BOOKKEEPER - experienced in property management for Southfield office. Good benefits, typing, adding skills, 5 days, Blue Cross, send resume to box #640 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER for Tele communications company - assist in preparation of financial statements, accounts receivable, accounts payable. Send resume to William Hartsock, 30200 Telegraph, Suite 274, Birmingham, Mich. 48010

BOOKKEEPER, full time for Southfield CPA firm, experienced through trial balance, including Payroll Taxes. Call 358-4411

BOOKKEEPER & General Office, 10 Mile-Greenfield area. Experienced or will train. Permanent full time position. 557-5456

BOOKKEEPER - Needed for growing engineering company. Knowledge of both accounts receivable & payable a must, good benefits, pleasant working conditions, excellent opportunity for person willing to expand with company. Send resumes to Box 314, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Prepare daily reports, journals & expense summaries. Experience preferred. Apply in person to Nine Guy, Mobil Station, 910 N. Hunter, Birmingham, Mich.
An Equal Opportunity Employer

BOOKKEEPER/SECRETARY
Part time. Responsible & efficient, for small cabinet shop in the Birmingham area. 646-4828

BOOKKEEPER - SECRETARY, Office Manager. Experienced and mature for a senior person builders office. Able to do everything from typing letters, answering phones, posting books, preparing trial balance, dealing with customers and suppliers. West Bloomfield location. 851-1669

BOOKKEEPER wanted - medium size insurance agency using automated batch accounting system. 4 days a week. Southfield office. 354-1830

BOOKKEEPER - work at home. Small organization needs 10 to 15 hours per week. Time must be flexible. Send brief resume to "Bookkeeper", 1645 South Hills Blvd, Bloomfield Hills, Mich 48013

CASHIER, mature woman for full time cashier duties. Hours: 2-10pm, 6 days a week. Birmingham 647-8700

CLERICAL POSITION permanent, experienced, typing required, some sales experience helpful. Southfield area. 356-6630

CLERICAL POSITION, Good voice, good aptitude for figures, good spelling, and type 45WPM. Approx. 30 hrs. per week.

Lanier Business Products
Southfield Mich.
559-2437

CLERICAL WORKER needed for Summer part time for busy Plymouth apartment complex (Grev Tyng) and ability to work with public. Call 10AM-Noon only. 356-9155

CLERK TYPIST in sales department needed for growing engineering company. Some experience preferred, but not necessary, good typing skills a must. $160 week plus good benefits. Excellent opportunity for those willing to expand with company. Applicants call 559-9577

CLERK TYPIST
Position available for clerk typist, skills needed are: Accuracy, reliability, good attitude, test required, must be organized. Call for interview 689-2094

CLERK
$170 PER WEEK

No experience necessary and no typing. Time shop with benefits to match. Call Nick.

Snelling & Snelling
336-7400

CLOSING SECRETARY for busy West Bloomfield Real Estate Office. Minimum 3 years previous real estate office closing or title escrow closing department experience. Call 626-3000

DEVELOPMENT COMPANY needs mature experienced receptionist. Typing a necessity must have experience on busy switchboard (Dimension system). Hours 9-5:30pm. Mon. thru Fri. Southfield area. Good benefits. 569-4800

ENERGETIC PERSON, part time for busy office. General secretarial duties, typing a must. Glen-Gery Corporation, Farmington Hills. 851-8065

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
Challenging position available for sharp person with good typing and shorthand. Pleasant working conditions. Southfield area. Full benefits. Call 353-3209

EXECUTIVE SECRETARY

National concern in Troy area has immediate opening for experienced executive secretary. Exceptional typing & shorthand required. Pleasant environment & well defined duties. 8-5 Mon. thru Fri. Own transportation, ample free parking. Excellent benefits. Interested individuals should submit resume including salary desired to box #420 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
TOP PAY &
BENEFITS OFFERED

Permanent opening available in growth firm located in Wayne. Excellent typing and shorthand skills required. Busy position with responsibility and growth potential. Excellent for career minded individual. Call Pam

Somebody Sometime
Temporary Help.
17322 Farmington Rd.
(In Barton Executive Park)
525-5170

EXECUTIVE SECRETARY
Light bookkeeping experience preferred. Ask for Stan 443-7700

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

EXPERIENCED LEGAL Secretary for growing Southfield firm. Good typing, fast paced. 352-1525

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

When it comes to excellent openings, this is a plum! Must have experience at administrative level and good typing and shorthand. Lots of phone work and greeting people. Well known company with superb benefits. $16-$18,000. Don't wait-we're scheduling interviews now.

PERMANENT STAFF/
TROY 362-4004

EXECUTIVE - secretary, large Detroit organization, working for VP, typing 70 WPM, shorthand 80, heavy dictaphone experience required. Benefits; $13,100, fee paid

LEGAL - assistant, degree or certification, Southfield firm, performing legal research, separations of legal documents and witness interviewing, benefits, $18,500

LOIS RAY PERSONNEL
559-0560

EXECUTIVE - secretary for VP of national eastside company, great spot for bright, career oriented individual, your good clerical skills and take charge attitude will earn you $13,500 with benefits and salary fee paid

LEGAL - secretaries needed for 6 current openings with our clients. All firms have outstanding reputations, the salary range is $13,000 to $16,000. Please call if you are contemplating a change. All fees 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

EXPERIENCED legal secretary for expanding Bloomfield Hills law firm specializing in probate. Commute to Telegraph just south of Maple. Call 645-5205

EXPERIENCED Legal Secretary for medium size Southfield firm. Mag card required, shorthand preferred, salary commensurate with abilities 353-1611

FOR Physician in Southfield
Legal Secretary experienced only. Experience in domestic relations helpful. Call 542-6470 today!
Royal Oak Employment.

FULL TIME SECRETARY
for Jewish Women's Organization. Call between 8:30AM-4:30PM, Mon. thru Fri. - 355-9151

GENERAL OFFICE
We are seeking a person interested in a career in the business world. Entry level position. Typing required. Southfield area. Full benefits. Call 353-3209

GENERAL OFFICE
Experienced typist, filing & follow-up. Call between 9-11:30am, Monday thru Friday. 883-6135

GENERAL OFFICE. Accurate typing more important than speed. $825/mo Apply at: 29200 Vassar, Suite 718, Livonia. Northeast of 8 Mile & Middlebelt.

GENERAL OFFICE, part to full time work for small office. Must be available for full time if needed. Must have ability to type. Apply Monday only at 27650 Farmington Rd., suite B2 (near 12 Mile Rd.) from 10am-2pm.

IMMEDIATE OPENING for skilled bookkeeper, needed part time to do posting. Farmington Hills. Call Claudia 855-4457

IMMEDIATE OPENING for sharp receptionist/typist for invoicing, processing customer orders & general office work. Benefits. In Redford. For interview call 535-2310

IMMEDIATE POSITION available for our new Engineering & Sales Office in Rochester. Responsibilities will include mailroom, general office supplies, typing and operation of office copiery, blueprint machine and telex. Applicants must be highschool graduate, own automobile, capable of operating general office machines and be able to type.

The Budd Co. offers attractive salary and automotive-type benefits. Working in a professional environment. Applicants are invited to submit resume to G. G. Salcez, The Budd Co., 3155 W. Big Beaver, Troy, Mi. 48084
Equal Opportunity Employer M/F

INSURANCE COMMERCIAL agency in W. Bloomfield desires person with 5 years experience in small agency. 851-4828

INSURANCE SECRETARY
Auto, Homeowners experience preferred. 12 Mile - Southfield area. 557-4674

JUNE

Grads should start that career search now! Strong typist with either shorthand or data skill can earn our front public contact spot. $$$ depend on you.

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

LEGAL SECRETARY
In Southfield. Experience necessary. Shorthand helpful. Knowledge of Bookkeeping necessary. 358-1000

Legal Secretaries

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

HILLSTROM & ROSS
626-8188

Legal Secretaries

Don't waste time wondering if you can better your situation. The legal world is virtually recession proof. I have job orders going unfilled because the employer can't find the person who knows their specialty. They are willing to invest in a fee to get you. Don't put off until tomorrow what should be done today. Only experienced legal secretaries should apply. Act now! Call Jeanne. Temporary legal secretaries are also needed.

MANSFIELD &
ASSOCIATES, INC
A subsidiary of LPI - Fees Paid
800 Tower Drive, Troy, Mi 48084
Troy 879-8832 Ren Cen 879-8873

LEGAL SECRETARY
Full time, for busy Southfield law firm. Fast accurate typist, salary commensurate with experience. Call 569-5170

LEGAL SECRETARY for Southfield Personal Injury Firm. Experience preferred. 353-7575

LEGAL SECRETARY
Experienced. General Practice, 3 days per week, shorthand desired. Southfield Area. 358-3010

LEGAL SECRETARY
Full time for downtown law firm. Experience preferred but not required. Call Ann Marie at 961-3030

LEGAL SECRTARY. Birmingham. Nice, small office wants college educated ambitious secretary. Will send to Paralegal or night Law School at employer's expense. 645-0750

MANUFACTURER'S PLANT in Wayne is in need of a person to do expediting, inventory control, purchasing & clerical. Previous office experience required. Qualified personnel call between 1-5pm 326-1622

MATURE WOMAN for part-time Secretarial Work in Mental Health Clinic. Mon. thru Thurs. 6PM to 8PM & Sat. 9AM-1PM. $4.50 per hour. Call between 10AM-5PM. 851-3883

504 Help Wanted Office-Clerical

SECRETARY

The corporate marketing department of a national printing ink manufacturer located near Schoolcraft and Telegraph requires a Secretary with typing of at least 70 wpm and shorthand of at least 80 wpm. Pleasant working conditions and complete fringe benefits including dental.
Send resume, call 538-6800 and an application will be mailed, or apply in person between 9 AM-4 PM.

Flint Ink CORPORATION
FLINT INK CORPORATION
25111 Glendale,
Redford Mi 48239
An Equal Opportunity Employer

BENEFITS ASSISTANT

We are seeking an individual experienced in processing employment records, insurance claims, and handling confidential materials. Typing of 55 WPM and organizational skills are important.

BILLING CLERK

This position is responsible for processing bills of lading, checking, correcting and filing invoices. Accuracy and attention to detail are important.

Temporary Agriculture Clerks

Two full time clerks are needed from June through mid October. Light typing and a numerical aptitude are required. We are seeking persons who are able to work full time during our growing season, and return on a seasonal basis annually.

For information on these positions, please call our Personnel Department:

VLASIC FOODS, INC.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
851-9400
Equal Opportunity Employer M/F/H