504 Help Wanted Office-Clerical

EASTERN UNION
SINGING TELEGRAM CO
SEEKS
SINGING RECEPTIONIST
must have pleasant telephone manner
The hours are Monday through Friday
9am-3pm Occasional Saturdays
552-8897 552-8898

EXCELLENT OFFICE POSITION
Requires accounting bookkeeping data processing experience Professional service firm in Northville area has opening for person to manage & accomplish all financial matters, payroll, client billing, general ledger Applicant must be neat, well organized & have high quality standards Send resume to Howard & Associates Inc 21333 Haggerty Rd Novi Mich 48050

EXECUTIVE ASSISTANT
A very successful and busy partner at this Southfield professional firm needs an experienced Executive Secretary to organize his hectic load Must have excellent secretarial skills Generous compensation package Send confidential resume to Mr Tandy P O Box 931 Southfield MI 48037

An Equal Opportunity Employer

EXPERIENCED SECRETARY
For a demanding position Must be good with figure work very well organized and able to handle aggressive personalities Light shorthand required Farmington Hills location Call after 8am 478-6669

An Equal Opportunity Employer

FILE CLERK
Birmingham branch of nationwide insurance company has immediate opening for a file clerk in Claims Dept No experience needed Light typing skills required Excellent employee benefits & promotional opportunities Apply in person between 9am-3pm Mon thru Fri at
LIBERTY MUTUAL INSURANCE CO
3000 Paragon Rd Suite 400
Birmingham Mich
An Equal Opportunity Employer

EXECUTIVE SECRETARIES
TYPISTS
KEY PUNCHERS
BI-LINGUAL SECRETARIES
Top-Flight temporary assignments are waiting for experienced applicants Call Call DENNIS GHEZZI 649-6417
Barclay Diversified Services
We Guarantee NO FEE

EXPERIENCED Legal Secretary
Plaintiff negligence & mal practice
Bloomfield Hills - Southfield
Ask for Gerry 358-0100

FILE CLERK
Major corporation located in the Northville area has a permanent full time opening for a File Clerk in the Administrative Services Department Previous experience is preferred with exposure to CRT terminals, keypunching, or mail sorting being a plus Position has some lifting Weather a good salary and employee benefit package For consideration forward a letter or call Robert Wenzel at
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan, 48167
349-6700

Equal Opportunity Employer M F

FILE CLERK NEEDED
For Southfield Law Firm No experience needed Call
353-5300

FORECLOSURE DEPT
for Southfield mortgage co needs clerk typist Salary is commensurate with ability Experience preferred Mrs Dobson
355-9290

FULL TIME - Mature responsible Secretary for fast moving company Typing pleasant telephone personality and file clerk skills required Ask for John Healy.

Century 21
PIETY HILL, INC. 642-8100

GENERAL OFFICE Full time, Troy area Experience preferred Call Bethaven 9AM 4PM 649-1393

GENERAL OFFICE Clerical Full and part time 569-4642
An Equal Opportunity Employer

GENERAL OFFICE CLERK
Experienced in operating a calculator 50 clerical typing and filing 333-7007

GENERAL OFFICE - experienced Typing filing & have knowledge of office equipment Call Paula 442-9350

GENERAL OFFICE
Northwest Suburban Real Estate Firm has an opportunity for a Receptionist Light typing and phone skills required Call Lynn 626-7000

GENERAL OFFICE - experience preferred Typing bank deposits filing good with figures and have a pleasant telephone personality After 2pm call Estelle Birmingham 644-0600

GIRL FRIDAY for Southfield law firm This is a very responsible position with a variety of duties Must have office experience of 2 years college 352-1000

INSURANCE AGENCY - Insurance experience preferred Receptionist, personal lines & bookkeeping Troy area Please call 649-3465

INSURANCE AGENCY - position in commercial line department Typing required Southfield location Contact Mrs Bacon 557-7200

INSURANCE AGENCY needs experienced person to head commercial department Must be able to do all commercial lines phone with carriers & make up proposals Send resume to Financial Designs 42100 W 9 Mile, Novi Mi 48050 or call 348-8220

INSURANCE Office Needs receptionist with some insurance experience Call for appt at 474-3311 or apply in person at 33215 Grand River, Farmington

INSURANCE SECRETARY
Part time with personal lines background Southfield area 354-1830

INSURANCE SECRETARY
Experience preferred Salary commensurate with ability Apply in person Harness Insurance Agency 31632 Ford Rd Westland

INTERESTING JOB in unique insurance agency needs someone with good typing & telephone manners Liberal time off & generous bonus $700 to start Will consider higher salary with insurance experience Send resume to Warren Eller Agency 31312 Northwestern Hwy Suite 111, Farmington Hills, Mi 48018

KEYPUNCH
PART TIME
Experienced keypunch operator with experience on 5496 or 3600 wanted for temporary position that will last 2 months Hours 1pm to 4 30 pm Medical billing experience helpful High accuracy rate, all alphanumeric punching, names & addresses, insurance information Could easily develop into permanent part time or full time position for right party Start immediately Recent experience a must Dearborn location Call between 10am 5pm 271-7292

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 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
900 Tower Drive - 8th Floor
Troy, Mi 48084
(313) 879-8832
Subsidiary of Lasser Personnel Inc

LEGAL SECRETARY for Southfield Town Center Experienced Call Nancy, 352-9080

LEGAL SECRETARY, experience & good typing skills required, pleasant office in North Royal Oak, salary commensurate with ability 288-5000

LEGAL SECRETARY - Experienced For Southfield law firm 12 Greenfield area Must be excellent typist, shorthand not necessary Call Joyce Lasser 352-2828

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Southfield Law firm specializing in Insurance defense seeks an experienced Legal Secretary for partner
Should have knowledge of court procedures as well as good typing and organizational skills Salary negotiable based upon experience Call
OFFICE MANAGER AT:
356-7760

LEGAL SECRETARY, experienced, Troy area, word processing helpful 643-8300

LEGAL SECRETARIES
TEMPORARY
PERMANENT
There is a critical need for experienced Legal Secretaries seeking temporary assignments Work 1, 2, 3, 4 or 5 days a week Detroit and suburban locations are always available Earnings can be substantial
Many outstanding positions are also available for experienced Legal Secretaries seeking full time employment. Openings exist throughout the Tri-County area
Whether you are seeking a temporary or full time permanent position, the time to telephone or mail your resume is now Variety abounds
Never a charge to you for our courteous and professional placement assistance - client law firms assume all fees After hours appointments available.

PERSONNEL AT LAW
20600 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH 48075
Southfield 358-0060
Detroit 522-3140
Lathrup Village 557-0161
Renaissance Center 567-0942
An Equal Opportunity Employer

LEGAL SECRETARY, excellent typing skill required, legal experience necessary Salary commensurate with ability Call Marie 333-0030

LEGAL SECRETARY
Experienced
For Southfield Office
Call 353-3600

LEGAL SECRETARY, experienced Variety of office responsibilities Corporate law knowledge helpful Small office atmosphere, 3 days per week or equivalent Call between 9am-5pm 557-0600

LEGAL SECRETARY must have legal experience and good office skills Downtown law firm Salary commensurate with experience Send resume to box 930 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
$14,000
FEE PAID
Fine firm features full benefits, excellent raises, and great work environment Advancement opportunity
Call Mark, Legal Department
SNELLING & SNELLING
649-5900

LOVE TO TYPE?
Major law firm needs strong typist with 2 years litigation experience to work in their word processing dept Company willing to train on their equipment Excellent starting salary, great benefits and company pays our fee Don't delay call Sheri Hill today
AMERICAN
PERSONNEL SERVICE 355-5526

MARKETING
SECRETARY
FEE PAID TO $11,000
SALES OFFICES
Fortune 500 firm Exceptional environment Responsible duties, learn word processor, accurate typing Paid benefits, one hour lunch, optional pension Client contact Call Carol Lee
SNELLING & SNELLING
649-5900

MATURE LADY for part time office work Sherwood apartments Farmington Hills 478-3651

MATURE SECRETARY-Bookkeeper for Birmingham (Bingham Farms) law office Legal experience desirable but not essential 645-9000

MORTGAGE
ESCROW CLERK
Seeking individual with mortgage background and some knowledge of FHA 235's Position involves preparation of FHA 235's and explaining the disbursement of funds in mortgage account to our mortgagors Qualified candidate will also be skilled in letter writing and handling mortgagors over the telephone Typing skills of 45 plus wpm and strong math aptitude a must Interested applicants should apply in person during the following hours
WED ONLY 9-11 AM OR 1-3 PM

661-7145
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Rd
Farmington Hills, Mi 48018
Corner 12 Mile Rd

Equal Opportunity Affirmative Action Employer M F

OFFICE CLERK with some bookkeeping experience Must be able to type and use some office machines References Apply weekdays, 9am-4pm to Mr. Zeus, 24148 Greenfield, Suite 102, Southfield near I-696

OFFICE In Farmington Hills needs mature responsible woman for 40 hour week position, good math aptitude & 10 key or adding machine experience necessary. Good pay with Blue Cross & Blue Shield for qualified person Call Mon thru Fri between 9-5pm 478-3651

OFFICE MANAGER
Some office experience helpful, but not necessary Ideal position for individual to run Birmingham office 50-60 wpm. Salary commensurate with experience Send resume to P.O. Box 2322, Farmington Hills, Mich. 48018, or call Mr. Mills for interview. 612-5032

OFFICE MANAGER
for medium size GM auto dealer. Must have dealership experience. Salary commensurate with experience. Please send resume to Nasiankel & Associates P.C. 6070 West Maple, Suite 201, West Bloomfield, MI 48033

ONE CALL DOES IT ALL!
Place your classified word ad in Suburban Detroit's finest market
The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

OPTOMETRIC office receptionist, Mon. 9AM-5:30PM, Tues., Thurs., Fri., 9-8PM, Sat. 9AM-3PM. General office. Farmington area. 476-0885

PART TIME, General Office, 1-2 years previous experience desirable, preferably with cash, some bookkeeping experience helpful, Troy location. Call & leave name & number on message recorder.

PART TIME. Days, afternoons & weekends, light typing, will train, minimum wage. Southfield area. Contact Miss Francis at 569-1144

PERSONNEL
SECRETARY $17,900
Personnel Director needs your support expertise to keep things in order. If your typing and shorthand are strong, call Sandy now.
353-2090
SNELLING & SNELLING
PERSONNEL

504 Help Wanted Office-Clerical

PERSONNEL ASSISTANT
We have immediate opportunity for a detail oriented individual to assist departments in all employee relations functions Good math, effective communication skills, ability to work overload, sense of humor and a high degree of common sense are a must College degree a plus Excellent salary & benefits Send salary & resume to Box 958 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

PERSONNEL
CONSULTANT
Livonia branch of major personnel agency needs aggressive self motivated person for challenging public contact job Some college, sales or agency experience is needed. Friendly work environment, free offices and excellent compensation program
Call Miss Dwyer. 522-4210

Receptionist Secretary Bookkeeper Designer and distributor of quality high styled cabinetry seeks responsive individual looking for challenging position with young progressive firm Prior experience required
Birmingham 642-4210

RECEPTIONIST - Full time for Industrial clinic Typing experience necessary. Individual must be able to deal with public Call Mr. Mc Cann. 425-6600

RECEPTIONIST Bookkeeper
Westland Office Part time evenings 5PM to 9 30PM Call 425-4650

RECEPTIONIST for Southfield law office Good typing skills shorthand not necessary Call Linda 552-8300

RECEPTIONIST
Southfield area Experience necessary Call Cheryl 557-7700

RECEPTIONIST TYPIST
Mature, entry level position 30-hrs. good phone manner, Southfield location, excellent benefits 352-1155

RECEPTIONIST
Good typing skills with office experience Salary commensurate with experience. Excellent benefits Troy area Contact Carol for interview at 362-2686

RECEPTIONIST TYPIST
We are in need of individual to work in busy sales department of company located in Troy We require 1-2 years experience & the ability to type 50WPM Me offer excellent salary & working conditions Please send resume to Box 5860 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M F H

RECEPTIONIST
Medical
part time position available for Receptionist in the Family Practice Center to work 20 hours a week during afternoon and early evening hours Qualified candidates must have minimum 1 year medical receptionist experience and type 35 wpm accurately Excellent salary and fringe benefits offered Apply only at Employment Office
Mon - Fri, 9-3 PM

PROVIDENCE
HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

RECORDS CLERK
Filing & sorting of insurance claims department Excellent company benefits Please call Mrs McCallum Home Insurance Company, Troy, MI 875-2400
Equal Opportunity Employer M F

RELOCATION
ASSISTANT
Prominent Relocation Management company located in Southfield has opening for service minded individual Applicants must be high school graduate, have min 2 Yrs experience in Real Estate, Finance, Mortgage Company or Lending Institution Must be detail oriented, have exceptional office skills and an ability to deal with people Excellent part time position available with full company benefits
Phone 352-6480 for interview
An Equal Opportunity Employer

SALES SECRETARY- Required to work for 2 sales representatives of nationwide computer division requires good typing skills, filing, some answering the telephone Shorthand desirable but not mandatory Compensation determined during interview and according to skills & experience Call Mr Swanson or Hudso for interview 645-1756

SALES
SECRETARY -
$10,400. FEE PAID
Plush Troy offices excellent benefits and people contact This position also offers good job security and advancement opportunity Call Mark
SNELLING & SNELLING
649-5900

SALESWORLD needs an entry level Secretary Receptionist for its Bingham Farms office in the Bingham Farms Plaza To qualify you must type 40-50 WPM and have some work experience In this position you will have extensive public contact with our clients plus other Secretarial duties We provide an excellent company benefit package For an interview contact John Chaplin at
647-7400

SECRETARIAL position for life insurance agency in Troy Good typing & shorthand desirable Call Mr. Hare Demers at 879-9600

SECRETARY, automotive related business, small office, our needed Please send resume with salary requirements to PO Box 555, Bloomfield Hills, 48013

Secretary/Bookkeeper
Busy West Bloomfield Real Estate Office seeking Secretary for their relocation department. Previous experience with third party relocation accounts and good typing skills required. Prefer shorthand. If qualified or have strong interest, please call 851-6900

SECRETARY - Capable of taking charge of 3 girl office Shorthand, typing and congenial personality. Benefits included Call Mr James at 424-8500

SECRETARY
FEE PAID
TO $1,000
Exciting, large firm offers great location looking for aggressive person with accurate skills and sparkling personality Good benefits. Call Cheryl
SNELLING & SNELLING
649-5900

SECRETARY for regional sales manager, Farmington Hills, 20 hours week Typing, office management $5 hour. Send resume or inquiries to Box 976, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Full or part time with transcribing and bookkeeping experience, preferably with legal background for West Bloomfield law office
Call Kathy Pagen. 851-3040

SECRETARY
GENERAL OFFICE
Property Management Firm seeks take charge Secretary for diversified Secretarial & Office Duties Good Shorthand, Typing & knowledge of Office procedures required. Busy pleasant 4 girl office 9 Mile Rd - Southfield location
Call 557-2500

SECRETARY NEEDED for small sales office to handle correspondence and other sales activities Must be able to work independently. Good typing and shorthand required Excellent starting salary and fringe benefits Submit resume to Box 952, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY
Growing West Bloomfield Real Estate office needs full time and part time, knowledgeable Secretaries Obtain job satisfaction, responsibility and a competitive salary Interested and making a professional contribution. High pay. Call for details. Have immediate openings
Century 21
VINCENT LEE
EXECUTIVE TRANSFER SALES
851-4990

SECRETARY - Japanese speaking, good typing and communication skills Southfield office, benefits, salary open. Fee paid

EXECUTIVE SECRETARY - good skills and experience, Suburban firm, benefits $12,000. fee paid.
LOIS RAY
PERSONNEL
559-0560

SECRETARY
Mature person preferred with experience in typing, telephone, filing and other general office duties. Ability to deal effectively with a professional clientele important Full benefits. Office now located in Southfield but will be moving to the Renaissance Center. Please send resume to
MH HAL STANDSKOV
Commerce Clearing House, Inc
3000 Town Center, Suite 680
Southfield, Mi. 48075
An Equal Opportunity Employer

SECRETARY
Part time - Redford area
Call Don 937-8272

SECRETARY, part time, possible full time in commercial real estate. Good typing, shorthand helpful Attractive offices Call Heatlhus, 22255 Greenfield, Southfield 559-3060

SECRETARY - Part Time Farmington Hills area High school graduate, insurance background preferable but not necessary Work into full time 851-8440

SECRETARY RECEPTIONIST needed for ad agency relocating to the beautiful Fredericks Town Center in Southfield Must be neat in appearance with excellent typing & light bookkeeping skills Shorthand a plus Salary 10-000 $11,000 Contact Jill at 644-4813

SECRETARY
RECEPTIONIST
WORD PROCESSOR
Southfield office seeks personable, outgoing, attractive individual for varied and interesting office duties Must possess pleasant phone manner, typing speed of at least 55 WPM and have dictaphone experience Prefer someone with previous word processing experience, especially on QXY typewriter or similar equipment Successful candidate will enjoy lively, friendly atmosphere, excellent salary plus fully paid company benefits If you meet the requirements, call Linda Meeth for confidential interview
STAFF BUILDERS
Temporary Personnel
557-8600

SECRETARY - Take charge type secretary with good clerical skills needed for small CPA firm Excellent salary. Principals only 649-1127

SECRETARY- Typing 60 WPM plus light bookkeeping Apply in person, 19045 Farmington Rd., Livonia. 9AM-3PM 477-3424

SECRETARY - typing, filing and telephone skills necessary. Must like detail work Hot Bell Children's Nursery, Westland area 729-3434

SECRETARY - with at least 1 year office experience - Good telephone personality, typing & general office skills Salary commensurate with experience Birmingham area 646-0099

SECRETARY NEEDED for temporary assignment in large corporation Word processing background helpful, shorthand a plus
Undeere Temporary Services
18005 Woodward 646-7660

SECRETARY - 1 girl office Challenging position Dearborn Heights food broker Excellent necessary Excellent typing skills shorthand, good telephone manner Excellent salary Position immediately available Send resume to Food Broker, P O Box 5228, Dearborn, MI 48128

SEC'Y TO V.P.
Want a challenge? If you have strong sec's skills and good organizational ability this spot is for you Good starting salary, full benefits, beautiful offices and company pays our fee Call Sheri Hill for personal interview
AMERICAN
PERSONNAL SERVICE 355-5526

Senior Typists
Secretaries
Word Processors
We have long and short term assignments. Call now for appointment.
LIVONIA 525-0330
SOUTHFIELD 569-7500
WARREN 977-0860
DEARBORN 565-8060
WITT SERVICES
The Temporary Help People

SHARP PERSON needed Independent Worker Self-Starter Good typist For Interior Design Firm Call 9am-1pm, 334-1400

SOUTHFIELD OFFICE looking for 2 qualified persons! We are looking for someone preferably with an interest in the steel industry to assist in the processing of purchase orders, sales orders and other related misc duties Light typing a must.

We also need an experienced outgoing receptionist to handle incoming calls, greet guests & typing. This person must be able to type 60WPM.

We offer excellent benefits as well as opportunity for advancement. Call HoseMaine at 354-4940

STAFF
SECRETARY
FEE PAID -$10,500
Unlimited potential for ambitious experienced person Professional environment and excellent benefits
Call Cheryl
SNELLING & SNELLING
649-5900

STATISTICAL TYPIST
needed for Southfield law firm Will train, but good office skills helpful Call Karen at 424-8525

STENOGRAPHER
Part time Excellent skills required, to record and write comprehensive minutes of Public Board meetings 1 or 2 evening meetings each month Experience preferred.
Call Personnel
Bloomfield Hills Schools,
4175 Andover

TOWN CENTER Experienced legal secretary Good typing skills, dictaphone Excellent benefits, competitive salary. Call Laura 352-0620

TRANSCRIPTIONIST
Minimum 60wpm Dictaphone experience Southfield area Good benefits Call Kathy Harrison at 353-5400

Typist/Receptionist for medium sized downtown Detroit law office Duties include typing form letters, answering telephones, and filing Pleasant surroundings Good salary and benefits Ask for Greta 962-7770

TYPIST
Required for growing international firm in Troy, 65+ 70 WPM required, shorthand helpful, 10 key skills necessary. Call for appointment between 9AM - 12 noon
ENERGY INTERNATIONAL
Top of Troy Building
362-4366

TYPISTS (2) positions immediately available! Call only if you can type 50 or more words per minute! Sex & age is not a qualification. Ask for:
Josephine at 358-5151

504 Help Wanted Office-Clerical

TYPIST SECRETARY
We are in need of an accurate typist with at least 1-2 years office experience. Pleasant work environment at Town Center Office Complex. Southfield Salary dependent on experience. Call Bobbi for an appointment: 353-5540

TYPIST
SECRETARIAL
SKILLS
NEEDED
KELLY SERVICES has a short term temporary assignments available for TYPIST, SECRETARIAL & WORD PROCESSING SKILLS We offer top pay rate, merit increases & vacation plan Apply Mon. thru Fri., between 9am-5pm at the office nearest you

29449 W. 6 Mile, Livonia
522-4020

4000 Town Center
Suite 909
Southfield
352-7490

999 W. Big Beaver, Troy
(suite 100)
362-1180

2239 S. Telegraph
Bloomfield Hills
642-9650

KELLY SERVICES
The Kelly Girl People
Equal Opportunity Employer M F H

TYPISTS
STENOS
Immediate work in all areas. We need office applicants now. Come in to work for the worlds largest temporary help service. Call for an appt.
MANPOWER
TEMPORARY SERVICES
TROY 585-5595

UNUSUAL OPPORTUNITY - for Secretary with Graphics ability for growing national company They will start you at $12,000 with benefits and fee paid

BI-LINGUAL SECRETARY - Japanese speaking, excellent English required Exciting new opportunity with good salary, benefits and fee paid

EXECUTIVE SECRETARY - for industrial firm Good organizational skills and math aptitude. Salary to $16,000, excellent benefit package Fee paid

ADAMS
&
MARTIN
PERSONNEL
10100 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

Word Processors
TOP RATES FOR
QUALIFIED OPERATORS
IBM
WANG
LANIER
XEROX
Call For Appointment
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

WORD PROCESSOR
TRAINEE
For your super typing, excellent grammar, spelling skills, we will train you on our word processing equipment and great reading pleasures With these abilities, this Southfield professional firm offers a generous salary, good benefits and pleasant surroundings. Send confidential resume to Mr. Trudeau, P. O. Box 931, Southfield, MI 48037

An Equal Opportunity Employer

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS at Burger King for part time helpers for the day & evenings Must be over 18. Please apply between 2-5pm Burger King, 22211 W Seven Mile, (corner of 7 Mile & Middlebelt Livonia

ARBY'S IS now accepting applications for part time employment Please apply in person between 2-4pm Arby's Roast Beef, 14555 Telegraph Rd., Redford Or 25015 Telegraph Rd., Southfield

ARE YOU an attractive housewife or college student looking for short working hours to supplement your income? Do you need to be home when the kids are home from school? Do you enjoy meeting the public & working with people? Help us at DOWN UNDER SANDWICH SHOP & CHOCOLATIER in Birmingham to deliver lunches to businesses that are too busy to leave their offices. Earn a regular salary plus a piece of the action. The hours are 10am-2 pm Monday thru Saturday. The only thing we ask is reliability.

Call Colleen at 644-6656 between 2-5pm only.
Down Under Sandwich Shop & Chocolatier, 149 Pierce

BANQUET WAITRESSES
Mostly weekends, occasional week nights and weekdays Apply in person Meals Apply in person. Mayflower Hotel, Plymouth, Michigan

BARMAID, personable, days - nights, experience required. $3.50 per hour.
Ernie's Bar Ask for Joe
837-0965 286-5474

BARMAIDS - WAITRESSES
wanted. Apply in person, Mr Ewen Clubhouse Bar, 34101 Plymouth Rd. Livonia

BARMAIDS-WAITERS-WAITRESSES
Experienced.
Application by appointment only
Village Cafe.

BARMAID/WAITRESS, mature only. Apply in person The Golden Spike, Orange, 28001 Joy Rd., west of Inkster Rd.

BARTENDER WANTED
Apply within. See Jerry.
Moya Restaurant
16435 Middlebelt, Livonia

BURGER KING IS NOW HIRING
for the 11am-2pm shift. Monday thru Friday, $3.50 per hour. Apply at Burger King, Sateem Mile at Rochester Rd.

BUS BOY
Lunch shift. Interviews by appointment only. Blakeney's Ranch House, 28333 Grand River, Farmington. 477-3340

BUS BOY
Full time middle-aged. Must be experienced egg & grill man. Benefits. Cooks part time, work week around school hours. Prep cook with non smoking experience. Apply in person. Flame Restaurant, 38170 Grand River, Farmington Hills.

COOK NEEDED - Experience Only - for evenings. Good pay. Also DISHWASHERS, days & evenings. For information, call after 5pm. 851-6577

505 Help Wanted Food-Beverage

BUS BOYS & DISHWASHERS
For days and afternoons Good pay and tips. Apply in person
Gotsis Food & Spirits, 15800 Middlebelt, Livonia, between 9 AM and 3 PM.

CASHIER, experienced Full time, good hours No Sundays Sol's Restaurant & Deli, 11 Mile, Evergreen, Southfield 424-9080

CASHIERS & FOOD PREP'S
Part & full time Apply in person or Call Burger King, 22194 Grand River, Farmington, 477-4364 or 29206 Orchard Lake Rd., Farmington Hills. 851-7423

CASHIERS & GRILL PERSONS
Wanted for Day Shift. Full-time or Part-time. Farmington McDonalds, 24020 Orchard Lake Rd., Farmington

COOK
Experienced Apply in person
Copper Kettle Restaurant, 21420 Novi Road, Novi.

COOK - PART TIME
11am to 6pm. 5 days, good position for student or housewife, experience preferred or will train right person. Apply in person before 4pm. MaxMillian's, 4616 N. Woodward, Royal Oak

COOKS
Both day & night shift. Experience required. Apply in person 5pm Newcastle Tavern, 285 St. Aubins, Detroit.

COOKS
Full & part time
Day & evening shifts
BI'S DINER
Part time
Day & evening shifts
COUNTER SERVICE
Part time... day shift
Richard N Hess
Downtown, Birmingham
273 Pierce. 645-9122

COOKS
Full time night COOK, part time night COOK and a full time night PREP COOK Experienced. Apply in person between 2 & 4 PM

DIGGERS
30555 GRAND RIVER
FARMINGTON

COOKS
SHORT ORDER
Day or Night Shifts
STAFFORDS RESTAURANT
6306 ORCHARD LAKE RD.
ORCHARD MALL
WEST BLOOMFIELD
Call Ted - 851-8952

COOKS
SHORT ORDER
Day or Night Shift
STAFFORDS RESTAURANT
6306 ORCHARD LAKE RD
ORCHARD MALL
WEST BLOOMFIELD
Call Ted: 851-8952

COOKS, WAITERS AND WAITRESSES
Full time. Experience helpful
Apply in person only after 4 PM at
20210 W. 8 Mile Rd near Evergreen

COOKS wanted - full and part time Apply in person Birmingham Maple House, 3611 W. Maple Rd

COUNTER PERSON
Full time Rotating shifts
Must be out of school. Apply in person anytime but Sundays between 9AM-11AM or 1PM-3PM. See Ron
PLAZA DELI
29145 Northwestern Hwy
Southfield 356-2310

WAITRESSES
KITCHEN HELP
DIAMOND
JIM BRADY'S
Please apply in person
Tuesday thru Friday between 2 and 4
THE PRIDEFUL TOWN CENTER
10 a Mile and Greenfield Southfield
(The Gold Bughouse)
We are looking for people for the theatre
No phone calls please.

DISHWASHER
BUS BOY
FULL TIME
Apply in person at
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

DOORMAN and COOK WANTED
Full or part time
Farmington Hills
478-3860

GENERAL KITCHEN HELP
Full time, approximately 9am-5pm, 5 days per week. Monday thru Saturday. Pleasant surroundings Call Colleen between 2-5pm only. 644-6656
Down Under Sandwich Shop & Chocolatier, 149 Pierce, Birmingham

GRILL COOKS
Experienced Only
For all shifts. Top salary, vacation pay, insurance and bonuses Apply in person between 8 & 10am and 3 & 5pm
Bates Hamburgers
33406 Five Mile, Livonia
Should take and transfer shortened

HELP WANTED- Women preferred, to work in small kitchen, must be dependable, apply in person Ann's Deli, 24 Grand River, Farmington

KENTUCKY FRIED Chicken now accepting applications for full or part time help, days or nights, over 18 Inquire within Fri 9AM-4PM 1181 S Woodward, Birmingham (corner of 14½ Mile & Woodward)

KITCHEN HELPERS
Full or part time Experience preferred Apply in person Kitchen Kapers, 24587 Gratiot Mt Clemens

PART TIME POSITIONS available at Arby's, 19000 Middlebelt Road, Livonia

PIZZA Help wanted Apply in person Pizza Pizza, 1530 Merriman Rd., Westland

505 Help Wanted Food-Beverage

RON CAMERON'S
SPORTS DELIGHT
New Restaurant in Birmingham
Accepting applications, August 31
Waitresses, Cocktail Waitresses
Bus Boys, & Delivery Help
Apply Monday
1672 So Woodward, Birmingham
644-4350

SALES POSITION
Available Part time Women's Designer retail store W Bloomfield
851-9660

SHORT ORDER COOK
Fast & experienced, days, 6am-3pm, Derby Bar, 13401 Middlebelt, Livonia

SIGN OF THE
BEEFCARVER
now taking applications for
FULL TIME
WAITRESSES
(Part time need not apply)
Apply in person 2PM-5PM
7660 N WAYNE RD
Westland Shopping Center

Waiters & Waitresses
Average applications for full & part time to work in senior citizens dining room
APPLY IN PERSON
NO PHONE CALLS
Franklin Club Apts
28301 Franklin Rd
Southfield

WAITRESSES - COOKS - BUSBOYS
All 3 shifts Must be experienced and of good character Apply Village Place Restaurant, 4170 Orchard Lake Rd near Pontiac Trail

WAITRESSES
Experienced
Day or Evening Shifts
Full or Part Time
STAFFORDS RESTAURANT
6303 ORCHARD LAKE RD.
ORCHARD MALL
WEST BLOOMFIELD

WAITRESSES WANTED
Over 18 For evenings & weekends Barmaid Full daytime, no experience necessary Garden City area 422-2200

WAITRESSES Applications now being taken for new Sweet Sixteen restaurant 41PM-7PM. Mon thru Sat at Hobbs Town Plaza 31235 Plymouth Rd. Livonia Just West of Merriman

WAITRESS - mornings 8:30am-1:30pm & noon time 11am-3pm Mon thru Fri Good salary, excellent tips plus meals Plymouth area Chris Cotsis Island Arbr Rd & Sheldon Great Scott Center 455-6161

WAITRESS wanted must be 18 No need to apply without experience Christos, 26999 W 8 Mile Redford

WAITRESSES WANTED
American Rib the Lathrup restaurant Apply within 24465 Joy Rd

WANTED - Short order Cook Days Call Mike & Tom 474-3533

WANT OUT OF THE DELIGHT
Leave home at 10am and be back by 3pm No holidays and of course no weekends Work in the beautiful surroundings of the Buggy Works as a luncheon waitress Must be very neat, well groomed & enjoy meeting people Apply between 2-5pm Mon thru Fri The Buggy Works corner of Orchard Lake & 12 Mile

506 Help Wanted Sales

ABLE TO BE YOUR OWN BOSS
Farmers Insurance Group Offers complete training program minimum guarantee per month Learn without disturbing present job 557-2206

ABLE
To learn, then work on advance we will train you on our team with one of the fastest growing industries of the 80s Call 421-4100

ABOVE AVERAGE EARNINGS
are what you can expect working 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 Ron Martin 689-3696

A CAREER OPPORTUNITY
Farmers Insurance Group selling Auto, Home & Life Learn without disturbing present job Excellent Income Potential Call 928-7589

ACCENT
YOUR POSITIVE
Join our professional sales team Super bonus plan FAST START TRAINING & More! Call us today for a confidential interview
Steve Lenhan - Southfield 557-6700
Jack Bourdon - Livonia 476-3150
Dick Irwin - Plymouth 455-5200
Jean Poch - Westland 721-8000
Frank Scumbello - Allen Park 388-2200

Chamberlain
ADD TO YOUR FAMILY - Income Show Tons & Gifts at Home Parties Free Kit Call Ann 455-7667 Mon-Fri Must be over 18 Bobbie 532-8781

ADVERTISING Sales-Aggressive salespeople needed for Advertising Direct Sales, commission, gas allowance & bonus Call for appointment 255-2922

ALL EXCEPTIONAL opportunity to earn $500 to $3,000 month Full or part time Work for sales management Benefits include company car, insurance, life sheltering & retirement For interview Call Frank Enterprise 349-4682

AN INSURANCE
SALES OPPORTUNITY
Looking for the right path? The one that will get you to your goals? Then look for that pot of gold - high earnings, independence & personal satisfaction If you are a special breed who can meet the challenge, the right path for you is a career in insurance sales Bankers Life & Casualty Co Call us today
Ann 557-3300
An equal opportunity company M F

ATTENTION HOMEMAKERS
Earn money in your home and enjoy conditions in Farmington 477-2491

CONDOMINIUM
REALTY
Company is looking for a few good people to specialize in condominium sales. We have openings for part-time or full-time in resale and new construction - Real Estate license required.
Ask for Mr. Sanderson
CONDOMINIUM
REALTY
559-3800

506 Help Wanted Sales

CONSULTANTS
Teachers and Trainers to conduct in Market Personal Development programs Call 855-5557

COSMETIC SALES
Unique position in Cosmetic sales available for motivated individual Previous sales experience preferred Full or part time opportunity Call Hudson in Westland Apply in person, Tuesday, September 1, 11am 1pm
JL Hudso
Personnel office

CURRENTLY
INTERVIEWING
Schweitzer Real Estate is expanding We have a limited number of less positions available in our Farming, in Bloomfield and Birmingham A location. Lowest cost, we pay the professional Fast Start training Super bonus plan
EXPERIENCED
Call about our 100% commission program and monthly fees
Mac Trahan W Bloomfield Lakes
Call 681-6000
Ken Kerwin Birmingham Bloomfield
Call 647-1900
Gil Holiday Troy Rochester
Call 689-2000
Brendan Bairstow Red Arbr
Clarkston Huntington Woods
Call 549-0880
Schweitzer Real Estate
BETTER HOMES & GARDENS

CUSTOM INVITATION & Gift Boutique in Applegate Square seeks experienced sales person 336-6368

DEPT. MGR.
We are looking for a qualified individual to manage our M J Shop and hopefully grow! Experience in both retail clothing sales & management important, an educational background Apply in person Personnel Dept

JACOBSON'S
2200 Mich Ave Dearborn

DESIGN ORIENTED PERSON for contemporary furniture store in Birmingham Call Mr Dorman 642-8660

DRAPERY SALES - Experienced only, custom drapery, drapery wallpaper full time part time, Farmington area Call Mrs Gold 626-1333

DYNAMIC COUPLES
Earn $ - potential with one of America's top companies Work as a company man Many Michigan couples already, married, live together, or married couples who can work as a team Our clients successful and comprehensive training program is limited to 4 KEY couples. If you feel strongly that you qualify, please call weekdays 357-1868 Weekends 937-8286

FAMILY PHOTO PORTRAIT SALES
Needs creative man with experience Other need not apply Full time
Ask for Sal 557-2557

EMPLOYMENT
COUNSELOR
**$15,000-19,