502 Help Wanted Dental-Medical

RN'S
SPECIALTY NURSES
Midnight shift, ICU, 1 or more shifts per week. Call:
BARB SNYDER, RN
ADON
569-1950
MEDICAL PERSONNEL POOL
An Equal Opportunity Employer

RN - SUPERVISOR
Seeking energetic RN to supervise and motivate our afternoon and midnight staff. Excellent benefits. 4-5 days per week. Come join the management team at "The Facility of The Year." Contact: Susan Heaston, RN, 728-6100.

RN SUPERVISORS
Our small suburban hospital has 2 part time openings (days & afternoons) for RN Supervisors. Selected applicants should have 2 years experience in Medical/Surgical Nursing and 1 year experience in Supervision. We offer a competitive salary and a congenial work environment. Interested applicants please apply:
METROPOLITAN HOSPITAL WEST & JOY RD. HEALTH CENTER
28303 Joy Rd., Westland
523-6685
Equal Opportunity Employer M/F/H

RN SUPERVISOR
Experienced for afternoon shift. Apply Arnold Home, 18520 W. 7 Mile. 531-4001, Ext. 38.

R.N.'S
PART TIME POSITION
We need someone who has exposure to medical facilities & doctors to work for our health care agency.
PLEASE CALL MRS. CLARK
835-9542

SECRETARY - part time, 3pm-8pm Mon.-Thurs. Birmingham clinic. Mature, excellent typing skills & pegboard system experience. 644-7077

TROY OPHTHALMOLOGIST needs bright reliable assistant for typing, filing, reception. Insurance & pegboard helpful. 649-2820 851-5640

ULTRASOUND TECHNICIAN
Expanding outpatient facility has immediate opening for full time Ultrasound Tech. Must be registered or board legible. Excellent fringe benefits.
979-8810

ULTRASOUND TECHNICIAN
For Plymouth Doctors office. Part-time preferrably. Experienced only. Choose own hours. Good benefits. Please send resumes to Box #600, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE/RECEIVABLE
Needed for engineering firm in Birmingham. Must have 2 years experience in bookkeeping. 50-60WPM typing ability, some data processing exposure desirable, good appearance & pleasant phone voice. Call Mr. Herbes for appointment between 3:30-5pm at 642-8202

ADMINISTRATIVE ASSISTANT
to work with owner of packaging company needed good clerical, organizational & typing skills with impeccable phone demeanor. Must be able to assume responsibility and undertake new assignments quickly. Please send resume to: Personnel, 443 Amelia St., Plymouth, MI 48170.

GENERAL OFFICE WORK
with accounts payable knowledge & steno capabilities. Send resume only to Williams Crane & Fabricating, Inc., 12124 Inkster Road, Redford, MI 48239.

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY with top notch skills (typing 70+) at least 5 years experience wanted for fast pace office. Organizational skills a must. Good benefits. Send confidential resume to Linda Haney, 300 E. 7 Mile Rd., Detroit, MI 48203.

AMITIOUS, aggressive women needed for Receptionist, clerical and sales counselor. $7,000 - $15,000. Flexible hours. For Interactions Dating Club. Ask for Mr. Gray. Southfield. 569-6222

ARE YOU A
SECRETARY
JR. or SR. TYPIST
We have long & short term assignments close to your home. Call now.
SOUTHFIELD 569-7500
LIVONIA 525-0330
DEARBORN 565-8060
WITT SERVICES
The Temporary Help People

BOKKEEPER to trial balance, familiar with computer payroll, full or part time. Southfield area. 968-3940

BOOKKEEPER - full charge, experienced in payroll, typing, all phases of financial statements, N.W. section, send full resume to box #568 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, full time, with some typing experience necessary for real estate management development company in Birmingham. Call, 645-9224

BOOKKEEPER/General Office
Thru. trial balance. Pegboard experience. Livonia based construction company. CPA recruiting for client. Send resume to: Box 510, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER JR
Limited experience with bookkeeping courses through trial balance. 670 W. 8 Mile. 544-0590

BOOKKEEPER/SECRETARY, experienced. Small office, some computor experience helpful. Will also handle inventory control & scheduling. Efficient girl need only to apply. 624-7799

CLERK TYPIST
Birmingham group needs non-smoker with flair for detail and people. Work on your own handling schedule changes and follow-up. Super offices! Charm and challenge to $200 start.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

CLERK TYPIST
Permanent full time position available for individual with an ability to type 60 WPM accurately, a pleasant phone manner and prior office experience.
For interview call:
352-6400, Ext. 212
An Equal Opportunity Employer

CREDIT CLERK
Must have some credit background with typing ability. Position available immediately. Call Mrs. Schlitt for further details 3-5 PM.
525-4663
AMANA REFRIGERATION INC.
LIVONIA
Equal Opportunity Employer M/F/H

FULL CHARGE Bookkeeper, full time, experienced, Livonia area. 425-4730

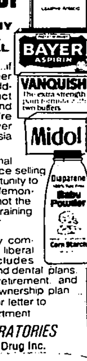
506 Help Wanted Sales

REAL ESTATE POSITIONS
MANAGEMENT & SALES
Our continued success has opened management career opportunities for the experienced, growth oriented professionals.
SALES MANAGER
To become part of management team where your abilities and experience to direct, recruit, and train people to success will be personally and financially rewarding. Must be experienced in residential sales and/or management.
RESIDENTIAL SALES - EXPERIENCED ONLY
ALSO COMMERCIAL/INVESTMENT SALES
Joining a top company in the right area is more important than ever. It is the key to reaching your true potential. Our NEW FOR 1982 optional commission plan up to 100% offers the experienced professional unlimited income and growth. Absolutely no expenses or desk cost. See our ad in the Yellow Pages and give a call.
Century 21 Hartford 414 Inc. In-town Farmington
Interviews Confidential Call Richard Bliznik at 478-6008

YOU CAN EARN $25,000
or more per year selling new and used cars at Crestwood Dodge, Inc. in Garden City. No experienced auto salesmen need apply. We prefer sales or public contact work and will train career oriented persons.
- Paid Professional Training
- Blue Cross - Blue Shield Plan
- Automobile - Demo Plan

Call Mr. Joe Himmelspach for appointment for personal interview.
CRESTWOOD DODGE, INC.
32850 FORD ROAD - 421-5700 - Garden City

Sales Merchandiser



GROW WITH A COMPANY THAT OFFERS EQUAL OPPORTUNITIES TO ALL
We believe in talent and ability...if you've got them, we have a career opportunity for you. We're a worldwide company whose product lines have been bought by you and your family for decades. They're household names such as Bayer Aspirin and Phillips Milk of Magnesia to name just two.
So if you have solid promotional and merchandising experience selling to retailers... this is your opportunity to make it to the top. And if you demonstrate you have the talent but not the experience we'll give you the training you need to launch your career.
We offer an attractive initial salary, company car and expenses, and liberal benefits program which includes hospitalization, major medical, and dental plans, life and accident insurance, retirement, and a savings and stock ownership plan.
Please send resume or letter to
Personnel Department
GLENBROOK LABORATORIES
Division of Sterling Drug Inc.
Box 512
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
equal opportunity employer m/f/h

504 Help Wanted Office-Clerical

CREDIT/SECRETARY
Equico Lessors, Inc. is looking for a highly motivated individual to join its Birmingham office. Applicants should possess good phone skills and should be able to type 50 WPM. Call or send resume to:
Karl Brown, Equico Lessors, Inc., 6735 Telegraph, Birmingham, MI 48010. 646-9333
A subsidiary of The Equitable Life Assurance Society of the United States.

ENTER - the world of advertising with good typing & shorthand skills. Work with creative staff in plush surroundings. $10,500, benefits & fee paid.

COLLEGE - student, work afternoons as a secretary to the national sales manager of growing Troy company. Potential for full time in 6 months. $4 hr to start. Fee paid

ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
To Hear About Our New Jobs Search Counseling & Resume Preparation Services.
646-8780

EXCELLENT part time hours - good math skills needed. Tax background helpful. Good hourly rate - Troy area. For further information, call Citation Services 573-7188
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
This company president in Farmington needs a right arm! Must have very sharp secretarial skills - including shorthand for meeting minutes. Must be experienced in dealing with top executives and confidential matters. Good benefit package - and salary in mid-teens. If interested, send confidential resume to: Mr. Ivory, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

EXECUTIVE SECRETARY
National Manufacturing Company In Bloomfield Twp. is looking for an Executive Secretary. Full Benefits. Salary commensurate with experience. Send resume to Box 580 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY $24,000 - type 70 wpm, shorthand 120 wpm, fee paid. Experience a must. Employment Center. 334-6910

EXECUTIVE SEC'Y
Top notch professional wanted for Southfield based firm. Position requires strong typing & shorthand, a flair for organization & experience on IBM Memory 100 typewriter. Salary $14,300 plus, full benefits, beautiful offices & company pays our fee. Call Sheri Hill for personal interview today!
AMERICAN PERSONNEL 355-5526

EXPERIENCED legal secretary for Southfield law firm. Good salary and benefits. Call Ms. Hentz 559-5353

EXPERIENCED LEGAL Secretary for 1 secretary, 2 lawyer firm located in Southfield. Blue Cross/Blue Shield. 357-5522

File/Office Clerk
PART TIME
Southfield Agency is seeking a well organized person interested in a part time position, 20-30 hours per week, within our Accounting Department. You must be very good with details and eager to learn. Light typing and general office experience required. Accounting or bookkeeping experience a definite plus. Call Ms. Rabb 1-5 PM. ONLY. 353-2793.

FULL CHARGE Bookkeeper with job cost knowledge. Computer experience helpful. We are seeking individuals with organizational ability capable of assuming & maintaining office on professional level. Submit resume only to Williams Crane & Fabricating, Inc., 12124 Inkster Rd. Redford, 48239.

GENERAL OFFICE - CLERICAL
Must be good with numbers.
Applications accepted at:
Novi American, Inc., 40200 Grand River, Novi (¼ mile W. of Haggerty)

GENERAL OFFICE Clerk - Mature, ambitious & experienced. Numerous duties demands accomplished skills in typing, filing, basic bookkeeping, more. Write to: Box 570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE help needed. 12 - 5PM, 5 days. Plymouth/Telegraph area. Call for interview 535-4255

GENERAL OFFICE
Entry level position. Good math aptitude. Typing required. Full benefits. Southfield area. Call 353-3209

GENERAL OFFICE
Career opportunities. Full time position now available in expanding Southfield Corporation. Good salary and benefit package, convenient office location. Experience desired, training available. Ask for Mrs. Bensfield at 642-4200

GOOD TYPIST WANTED
Part time. Call 8:30AM-5:00PM Monday thru Wednesday. Plymouth area. 459-4313

LANIER no problem word processor operator/receptionist for Farmington Hills consulting firm. Full benefits. Salary commensurate with experience. 851-6030

LEGAL ASSISTANT
Needed for 13 Attorney Southfield firm. Insurance defense and other litigation. Experience preferred, but will consider college grad with 3.0 average. Send resume to P. O. Box 5069, Southfield, Mich., 48037, Att'n.: Ms. Lamberg.

LEGAL/Receptionist/Secretary for Southfield law firm. Training & advancement opportunity. Send resume to: Box 522, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ONE CALL DOES IT ALL!
Place your classified want 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

PART TIME - approximately 24 hours per week (3 days), phone work & cash accountability. Bank teller or cashier experience highly desirable. Must work every other Sat. Troy location. Please send hand written or typed letter with name, phone number & minimum starting wage to: Box 592 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 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 Laser Personnel Inc.

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 SECRETARY - Mature, experienced for tax, estate planning, business law firm. Southfield. Salary commensurate with experience. 477-1907

LEGAL SECRETARY
Experienced
Probate, Divorce, Personal Injury
Lathrup Village 569-4740

LEGAL SECRETARY
Permanent part time. Legal experience required. Attractive Southfield Office. Hours flexible. Good salary. Send resume to Box 518 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for Southfield Law Firm. 2 years minimum experience required. Call Office Manager 444-4848

LEGAL SECRETARY for small general litigation office, excellent typing skills & shorthand required, salary negotiable, Southfield. 557-4000

LEGAL SECRETARY, Town Center - at least 3 years experience. Dictaphone. Good typing & English skills. Competitive salary & benefits. Laura, 358-0620

LEGAL SECRETARY
Southfield Law Firm. If you have substantial skills & Legal experience, call after 2PM, 424-8000

LEGAL SECRETARY
Southfield Law Firm. If you have substantial skills & Legal experience, call after 2PM, 424-8000

LEGAL SECRETARY - experienced in civil litigation for Bloomfield Hills law firm, excellent typing skills a must, no shorthand. Salary commensurate with experience & ability. Benefits. Call Carol 858-2443

LEGAL SECRETARY, 3 to 5 years experience. Duties include phone answering, dictaphone, IBM diplaywriter. Experience in billing, bookkeeping and word processing helpful. Sole practitioner in Southfield considers salary commensurate with experience. Blue Cross. 357-4600

LEGAL SECRETARIES
Did you experience job satisfaction in 1981? Did your income keep pace with inflation? Is your career progressing or are you left feeling stagnant? Are you weary of seeing the same old tired faces? Are you ready for a change in employment?
Telephone us. We can have you discovering new opportunities and starting with a new employer in early 1982. Wouldn't that be a nice way to start the New Year?
For a courteous and professional evaluation of your skills as they relate to the marketplace, simply telphone or mail your resume. There is never a charge to you for our results-oriented placement assistance. Evening appointments are available for your convenience. Best Wishes for a Rewarding New Year.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY
Part time, experienced, 3 day work week. Good working conditions. Southfield area. Phone Mr. Schey. 353-8830

LEGAL SECRETARY
Royal Oak firm needs experienced full time Secretary. Must have good typing skills. Call Ms. La Fevers, 288-5000.

LEGAL SECRETARY
Troy Law Firm needs mature, experienced, full-time Secretary. Must have good typing and spelling skills. Call Joan at: 362-3707

LEGAL SECRTARY, full time, experienced, for large Troy legal firm, shorthand required, excellent salary & benefits. Call Mr. Moline 649-3200

MORTGAGE COMPANY in Southfield is in need of a clerk/typist with mortgage servicing experience. Call Mrs Demorest, Tues., Wed., Thurs., 9am-4pm. 355-9200

OFFICE HELP - Experienced. Good Typing essential, no shorthand. 532-6218

OFFICE MANAGER
for small foundry in Novi. Must have General office procedure knowledge, minimum 2 yrs. experience with accounting or bookkeeping. Salary open. Excellent benefits. Call after 3 PM. 349-1330

PART TIME BOOKKEEPER
Must have experience. Typing not necessary. Hours 12 noon - 5pm., Mon. thru Fri. Starting pay depends on experience. Located in Pontiac. Send resume to A. Stone, 370 Orchard Lake Rd., Pontiac, Mi. 48053

PART TIME
CLERICAL/PAYROLL CLERK
Responsiblities include: calculation of weekly payroll and general office work. Proficiency in payroll calculation a must. 20 hours per week, $5.04 per hour. Apply at Personnel Office, Plymouth City Hall, 201 S. Main, on Friday, Jan. 22, between 1-3 PM. only.
An Equal Opportunity Employer

PERMANENT SECRETARY for Community Education Program. Interesting, diversified duties. Must be flexible, congenial individual interested in working with people. Typing speed of 70 wpm and shorthand or speed writing of 100 wpm required. Competitive starting salary plus excellent fringe benefits. NO PHONE CALLS ACCEPTED. Send resume to:
A.P. Janos, Birmingham Public Schools, 550 W. Merrill, Birmingham, Mi 48012
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ADAMS & MARTIN PERSONNEL IS PLEASED TO ANNOUNCE
JOB SEARCH COUNSELING AND RESUME PREPARATION SERVICES ARE NOW AVAILABLE.
A Mini-Seminar will be offered at our offices on Mon., Jan. 25 at 7:30 p.m.
To register call —
646-5600
The charge is $20.
Charge cards accepted.
ADAMS & MARTIN PERSONNEL
1000 S. Woodward Birmingham
If you are interested in individual counseling or resume preparation, callfor details.

504 Help Wanted Office-Clerical

REAL ESTATE SECRETARY - Full Time. Looking for a person with human relations skills, closing knowledge, good typing ability, and preferably shorthand. Pay commensurate with experience and skills. 851-4990

RECEPTIONIST NEEDED immediately for Southfield Law firm. Must have own car. Apply in person at 21700 Northwestern Highway, Suite 660, Southfield. 559-8600

RECEPTIONIST with clerical duties, telephone communication. Must have excellent phone manners. Accurate typist. Will discuss salary, offer company paid benefits. 5 day week, 8:30-5pm. Call between 9am-11:30am. 968-0300

RELOCATION ASSISTANT
An opportunity currently exists offering ample client contact as well as involvement within the real estate industry.
If you have prior real estate related experience, a pleasant phone manner and solid organizational skills, forward resume, complete with salary history to: Box #582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SALES ASSISTANT
Merrill Lynch Rochester. Previous brokerage experience helpful. Public contact & polished technical skills a must. Positive enthusiastic applicant call 9-4pm 647-3300 ext 202

SECRETARIES
Small firm seeks versatile staff with strong organization & verbal skills.
1. Temporary now thru March.
2. Full time for chief executive.
3. Bookkeeping: 20-40 hrs.
You can learn Telex & do travel plans for business trips in USA/Middle East/Europe. Will train recent college grads. Mail resume:
TWI International, 29621 Northwestern, Southfield, MI. 48034.

SECRETARIES
Word Processors - Top paying temporary assignments for qualified individuals. Call now for your appointment
UNIFORCE
TEMPORARY SERVICES
1000 S.Woodward Birmingham
646-7660

SECRETARY-
ADMINISTRATIVE ASSISTANT
Qualified individual with 3-5 years experience needed for 1 girl office. Must be capable of 75wpm typing, 80wpm shorthand plus dictaphone experience. Must possess excellent communicative skills & be capable of client contact & product sales analysis. Salary $12,000. - $14,000. and complete benefits. Call for an interview: 559-5538

SECRETARY/BOOKKEEPER
needed for small real estate firm. 25 hours per week. Must have some experience in Accounts Payable & Accounts Receivable. Call for interview. 643-7576

SECRETARY/BOOKKEEPER - Mature, experienced, pleasant personality, Shorthand required, full time, small organization. Birmingham/Bloomfield area. Send resume to Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for accounts receivable. Contract administration, typing ability & general correspondence knowledge is a must. For appt call. 537-0490

SECRETARY for half days. Pleasant Birmingham Law Office. Free parking. Accurate typing, light shorthand. Legal experience or will train. 644-2015 646-7295

- SECRETARY -
Mature Woman with excellent skills & a minimum of 2 years experience, for office in Southfield. Must have pleasant phone manner & be able to handle a variety of duties. Salary Open. Call Diane. 353-7464

SECRETARY
needed for busy office. Typing, filing, phone. Mon. thru Fri. 1- 5. Call Judy, between 9am - 1pm. 334-9020

SECRETARY
Our company specializes in Hospitality & Health Care management placement. We need an individual who has excellent communication skills (phone & public contact), with strong typing & clerical skills. Call or send resume to Annie Walmsley, Harper Associates, 15659 W. 10 Mile, Southfield, Mi 48075 313-557-1700

SECRETARY
Part time for M.D. Mature, responsible person. Typing required. Westland Area. 381-7423

SECRETARY - Part time position as independent contractor. Call Dennis Harlan, Entertainment Consultants of America. 981-0338

SECRETARY RECEPTIONIST
for expanding property management/development company. Successful applicant will be one employing excellent secretarial skills with a zest for achievement and growth. Must be willing to relocate to Ann Arbor in the near future. Presently in Farmington Hills. Salary and benefits commensurate with skills and experience. For interview,
851-5400

SECRETARY-RECEPTIONIST needed for growing company. Experience necessary. Skills in typing, shorthand, filing, dictaphone and prior phone experience. Full time. Start immediately. Pay according to experience. Ypsilanti company moving to Livonia shortly. 487-9724

SECRETARY/Receptionist for local CPA firm, stat typing experience preferred. Send resume to: O'Hara, Gerhard & Company, 4190 Telegraph, Bloomfield Hills, Mi. 48013.

SECRETARY
Redford Union Schools, Central Office
48 Week Position.
Call 535-2000 ext. 218

SECRETARY - Southfield, full time, 1 year experience. Type 40 WPM. $4.50 an hour to start. Call Mr. Shulman. 552-8435

Secretary - Troy Area
Challenging varied position for top Secretary with excellent Communication, Organization, Composition & Telephone Skills for 1 person office. Must be able to type 75WPM. Dictation & use of Telex experience helpful. Complete benefit package, salary open. Send resume Box 598, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY with bookkeeping skills for responsible position in small company. Send resume to: General Computer Engineering, 20820 Greenfield, Suite 303, Oak Park, Mich., 48237. No phone inquiries accepted.

SECRETARY
With customer service background. A mature person would enjoy going to work at this friendly office in the new center area. Salary to $10,400. Call Sandy now.
353-2090
SNELLING & SNELLING PERSONNEL

SOUTHFIELD INSURANCE Agency is interviewing for administrative assistant to handle mostly commercial & some personal lines underwriting. Thorough knowledge of commercial lines coverage is necessary. Salary commensurate with experience. 354-6110

TYPISTS
Secretaries
General & Legal
WORD PROCESSORS
NO FEE - TOP PAY
BONUSES
BENEFITS
FRIDAY PAY
Detroit 962-9650
Southfield 354-0555
OLSTEN
Temporary Services
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

SOUTHFIELD SALES COMPANY
Part time. Experienced Secretary. CRT experience desirable. Call 559-0896

STATISTICAL TYPIST
For expanding Southfield CPA firm. Full or part-time permanent position available. Call: 352-1010

We've Been Caught Short!
Looking for experienced typists, 60 - 70 WPM, shorthand & dictaphone a plus. For immediate consideration call:
MANPOWER
Temporary Services
478-1130

YOUNG GROWING Company seeking bright, self-starting office manager. Responsible for clerical duties, typing, computer work, etc. Inquire at iBrowse Book Store, 33086 Northwestern Highway, West Bloomfield. 855-9353

505 Help Wanted Food-Beverage

BARTENDERS & WAITRESSES wanted. Experienced. Call after 3pm for interview. Pour Devil Lounge 729-8040

COCKTAIL WAITRESSES needed for music club in Southfield. Apply in person 6PM-8PM, Cafe Fior, 29121 Northwestern Hwy. 358-4541

COOK - Italian restaurant. Experience necessary, nights, full time. Mama Mia's, Livonia. 427-1000

COOK - NIGHTS. Person with considerable experience & references required for fast paced kitchen, 6 nights, in Ren-Cen. Call between 2-5pm. 259-3273

COOKS NEEDED
Experienced. All 3 shifts. Apply in person: Nugget Restaurant, 31823 Plymouth Rd., Livonia.

COOK EXPERIENCED only, all phases of cocking: Prep, line, saute, broiler. Some management experience helpful. Call for interview 851-4094

PART TIME NIGHTS DISHWASHER
Apply in person only
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

EVERYBODY'S (Farmington) and SOMEBODY'S (Redford). Experienced Waitresses, Barmaids, Doormen & Coat-Check Girl. Must be sharp & personable. Apply in person: Somebody's, 13090 Inkster Rd., 532-0505 or 851-2990

EXPERIENCED WAITRESSES & Counter People. Also experienced Bus Boys. All Shifts. For Deli - W. Bloomfield/Farmington Hills area. 626-8950

foodservice
CAN YOU KEEP UP WITH US?
Taco Bell, the nation's leader in Mexican fast food restaurants, is currently seeking bright and enthusiastic service personnel who understand that quality and service in food is what Taco Bell is all about. Be part tof a winning team at Taco Bell. Please apply Monday - Friday between 9 AM. - 11:30 AM. or 2 PM. - 4 PM at:
TACO BELL
38330 10 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

PART TIME DAYS SALAD GIRL
Apply in person only
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

WAITRESSES - Days. Full time. Apply in person: Big Boys in the Fidelity Bank Building, 24901 Northwestern, Southfield. No phone calls.

WAITRESS - must have 2 years full service experience. Front desk clerks with 2 years experience or 6 month bank teller experience. Apply in person Sheraton Motor Inn, 1001 Woodward Ave. Pontiac Mich.

506 Help Wanted Sales

AAAAA + BEST RATING
Learn insurance in your spare time. Free training, opportunity for full time with guaranteed income. Farmers Insurance Group. 981-5220. Eves 397-0805

ABLE TO BE YOUR OWN BOSS
Farmers Insurance Group...Offers complete training program, minimum guarantee per month. Learn without disturbing present job. 557-3366

ABOVE AVERAGE EARNINGS
are what you can expect by joining our Sales Team. Expanding Real Estate firm has a limited number of Sales Positions available in our Troy Office. No sales experience necessary. We provide a complete In-house Sales Training Program...Call Ross Martin. 689-5606

A GROWTH INDUSTRY
Why not prosper with it. We need salespeople to show consumers how to save thousands on their home heating cost. Energy Concept Corp., 354-2434

ALARM SALESMAN no experience necessary, will train. Immediate openings. 591-9093

AMERICAN VETERANS - Exciting opportunity with new unique marketing concepts. Must relate well to the public. 14-21 for younger veterans. For full details call, 681-8802 ext. 4

A PERSONNEL AGENCY SALES CONSULTANT
A good future can be yours in the placement industry if you are aggressive, confident and enjoy a challenge. Salary & bonus. Call Bernice Fromm at 353-2090 for more information.

APPRAISAL TRAINEE
Local office of a National Organization needs two full time career minded individuals, willing to work hard. We offer training, earn while you learn, choice of location, potential first year earnings in excess of $22,000. Call Roy between 10-11am 476-7000.
Century 21
HOME CENTER
476-7000

ARE YOU CHAINED to a desk or machine 40 hours every week? Do bells, whistles and supervisors control everything you do? Does your work lack mobility and challenge? Do you want to get out of that rut? A chance to develop you talent and ability. Stop being a prisoner! For interview appointment call Mr. Brown 427-7841

ASSISTANT MANAGER - Mature person for womens retail clothing store, full time, good benefits. Meadowbrook Village Mall. 375-1155

A STEP AHEAD
Chamberlain Realtors, Michigan's largest family owned Company, is currently interviewing.
See what the pace setter in the industry has to offer.
17 Area Offices
Call Steve Leibban at 557-6700 for particulars.
Chamberlain

ATTENTION DISTRIBUTORS needed, also Retirees & Senior Citizens for distributing new coffee product. Great returns. 562-8648

BIRMINGHAM Sporting Goods store in need of male & female part time help for retail sales, ideal for college students. Call for appointment, 646-4466

BUSINESS EXPANSION
J. & N. International pots qualified people in a marketing-management second income business with no capital investment or risk to present income. Training is provide; Earnings are in proportion to time, effort and consistency. Phone Wed.- Fri., 1 to 4 PM. 645-1284

506 Help Wanted Sales

CAREER OPPORTUNITY
NO EXPERIENCE NECESSARY
We provide a training program
Full or part time
Our part timers earn $200 a week
Interviews will be held
Thursdays at 1PM Tuesdays at 6PM
Openings available at various locations
For reservation details
Call Ms. White - 9am-5pm
354-6303

CHALLENGING Position in design center showroom for someone with office/sales experience. Troy area. Call: Harriett Pauluzzi 649-4960

COPPER & BRASS self motivated salesman willing to develop new business as well as maintain old accounts in rod, strip, tube, & other non ferrous products. Only those with management potential need apply. Send resume to Box 562, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CURRENTLY INTERVIEWING
Schweitzer Real Estate is expanding again!
NOT LICENSED
One of our specialties is hiring and training new people to our business.
EXPERIENCED...
Call about our 100% commission program with no monthly fees.
Ken Kernen ... Birmingham/Bloomfield - Call 647-1900 -
Al Coffin ... Plymouth Canton/Northville - Call 453-6800 -
Jerry Rozema ... Livonia - Call 522-5333 -
Brendan Battersby ... Royal Oak Clawson/Huntington Woods - Call 549-0800 -
Gil Holiday ... Troy/Rochester - Call 689-3300 -
Bruce Kinney ... W. Bloomfield, Farmington Hills, Lakes Area - Call 851-0300 -
Schweitzer Real Estate
BETTER HOMES & GARDENS

DETROIT suburban chain of children's clothing store is seeking experienced managerial personnel for their stores. Apply Youth Center Stores, between hours 9-4, Tel-Twelve Mall. 353-1040

DIRECT SALES
No experience necessary, will train. Call Janet between 10am-2pm, Tues thru Fri. 534-0526

ESTABLISHED - expanding company has openings for Qualified Salespeople who are interested in marketing New Subdivisions, New Construction & Lake Properties as well as Residential & Commercial. Excellent Commission schedule. For confidential interview, call Gloria Gelstein,
ORCHARD LAKE ASSOC.
681-8050

EXPERIENCED Salespeople unlimited opportunity.
495-0401 495-0402

EXPERIENCED Sales Manager- Small specialty store. Must be motivated & able to accept responsibility. Call Laurie 10AM-12 noon or 6PM-9PM 649-1661

FARMERS WILL Train you for a new career. Does your present job offer you independence, prestige, a feeling of accomplishment & economic security? If not, you should talk with Farmers Insurance Group. Call Bill Cox. 522-0055

FRUSTRATED-
in your present job? Maybe you should talk to us. We offer complete training for real, personal & financial independence. Start part time with potential of $400. - $700. per month. If you like our business, you can enter full time management with $40,000. - $50,000. income potential. If you really think you have the potential for greatness, call Joe Doyle, 879-5900

GENERAL HELP - Telephone Sales! Easy Service to sell. Minimum + Commission. Peak Season. Office located in Warren. Call for appointment. 757-6090

HIRING NOW!
All that is required is a good phone voice & and outgoing personality. We will train. Salary + commission. We can start you immediately. 2 working shifts available
(9:30 AM-3 PM & 4-8:30 PM).
Call Today!
Ask for Mrs. Bakka or Miss Cotton
478-5028
CENTURY TRANE
32500 W. 8 Mile Rd. - Farmington

Is Your Office Running Out of Gas?
We're not...we're cookin now! Others move, quit! We've doubled our income!!! Interested in joining a "DYNAMIC TEAM?" Stop by and chat with us...
The Neighborhood Professionals
Century 21
HOME CENTER
476-7000

LADIES:
Earn at least $30,000 your first year. Be a leader in the professional world of glamour. This opportunity can be achieved full or part time at your convenience. Don't hesitate. Call this number today.
427-3445

RED WING TICKET WINNER
Ron Gdaniec
46000 Geddes Rd., Lot 49
Canton
Please call the promotion department of the Observer & Eccentric between 9 AM and 5 PM Friday, January 22, 1982, to claim your two FREE RED WING TICKETS.
591-2300 ext. 244
CONGRATULATIONS!

LICENSED REAL ESTATE
Career people looking for a change? Choice Birmingham location, pleasant facilities, great associates, excellent clientle, fine commission structure. 273-4422. 626-4711

MATURE INDIVIDUAL to learn the insurance business. Unlimited income to the right person. Call Mr. Mahoney at 525-0173

NATIONAL BUSINESS MACHINE CO. is looking for dynamic sales people. Do you want to make money by representing this well known company? Sales experience or college preferred. $20,000 plus also benefits. No fee. Call: Personnel Placement Consult. 360-1610

NO EXPERIENCE NECESSARY
Looking for people to work in Birmingham. Mon.-Thurs. 5-9pm, Sat. 10am-2pm. Call Julie after 1pm 644-3330

OAKLAND HILLS MEMO. GARDENS & MAUSOLEUM
has openings for two (2) aggressive Sales People - Men & Women who want to earn a good income for themselves & their families. No matter how bad our economy is, our Sales Counselors continuously sell. There are no Lay-offs! We will teach you & train you. Our Training Period is Only 3 Days and I guarantee You - You will be a Qualified Counselor. Earning Capacity can be $25,000 to $35,000 per year. All I ask - is an opportunity to talk to you & explain our Pre-Need Program. You must have car. For personal interview, call & ask for Hy Makrower, 851-2335

ONE CALL DOES IT ALL!
Place your classified want 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

506 Help Wanted Sales

ON TV
Needs ambitious self motivated sales people for the Livonia area. Top commissions paid. For interview call: (Brighton).
227-2949

OPENING NEW offices, need experienced commission sales people with sharp telephone techniques, high income potencial, marketing memberships. For app't call 313-995-8885

PART TIME SALESPERSON
Legitimate & unique opportunity to increase income in your spare time. Village Art Studio. Call Mon thur Fri, 10am-6pm. 276-4870

PERSONS with desire & talent to move quickly to sales management positions. Positive attitude & neat appearance required. For interview, B.C. Inc.281-4178

PHONE SOLICITORS
459-7200

REAL ESTATE IS EXCITING
and financially rewarding. If you are desirous of making between $20,000 & $100,000 per year - call us. We offer complete in-house training and a massive advertising program. 2 great locations in Plymouth. Contact:
FRED MIOTKE
Century 21
Gold House Realtors
459-6000

REAL ESTATE
- PROFESSIONALS! -
Attention - TOP PRODUCERS!
Introducing new 100% Commission Plan. Call for interview, 851-6700.
CENTURY 21
MJL CORPORATE
TRANSFEREE SERVICE
851-6700

REAL ESTATE SALES
Licensed Sales person for Residential Sales in a most pleasant office environment - with top reputation in the profession. Serving the most desirable Northwestern Suburbs.
CRANBROOK ASSOC
31501 Northwestern Hwy.
Farmington Hills
855-2200

REMARKABLE OPPORTUNITY
For persons seeking excellent life style. Full or part time....THE ENERGY GROUP INC is looking for independent dealers & distributors for new high-demand energy-saving products for home & business. Will train competely. Call 9AM-11AM or 3PM-4PM: 459-5571, operator 21. Don't miss this ground floor opportunity.

REPS FOR NAT'L CO.
Low Priced - High Volume Product! All equipment provided. Earn while you train! Work inside major Chain Stores in our region. No Cold Canvassing. Earn $400. per week +. Job Security for those who work. Get a Job Now! Call for appointment! Ask for Mr. Davis
569-7741

RESORT TIME SHARES INTERNATIONAL
Become a part of the exciting world of resort condominium marketing, the fastest growing industry in today's real estate marketplace. Represent one of the world's leading time share marketing companies, members of B.E.X. exchange program. Licensed salespeople preferred. Extensive training provided. Call - Kathy Dawson, or Joann Prough,
681-4600 553-2800

RETAIL SALES position, ideal for mature female, wallcovering and window covering store in Avon Township, 24-30 hours per week. 651-5846

SALESMAN to represent growing engraving business, will train or can add on to existing line. Commission only to start. 728-8866

SALESMAN
To sell security guard services. Prior experience preferred or have business contacts. Call: 352-4436

SALES
Paid TV - Recession Free
Are you self motivated?
Are you a self starter?
Would you like earnings up to $500 week?
If your answer is yes, call Mon. thru Fri. ONLY between 10am - 5pm ONLY.
522-4873 - West
751-3820 - East & North

SALESPERSON TRAINEE
If you have good secretarial skills, good telephone personality & want to learn a career in telephone sales of industrial machinery products, this is your opportunity. Excellent salary, incentive & benefits. Send resume to: Ms. Fletcher, P. O. Box 1148, Dearborn, Mi 48121.

SALESPERSON WANTED
Excellent opportunity. Commission only. 837-6935

SALES POSITION
We want to develop our own personnel & promote from within the company. Therefore, we are looking for a goal-oriented person to start out in our warehouse & ultimately progress into sales. Candidates for this position should have at least 2 years of college and a minimum of 2 years work experience. Also, candidates should have above average skills in English & Math. Good physical appearance & condition are necessary. Excellent pay & benefits. Full time only. Livonia area. Call 421-9300 ext. 300

SALESWOMEN
Must have recent experience selling better fashion dresses, coats and furs. Good salary and bonus. Full and part time positions. Shandels, 154 South Woodward, Birmingham. 642-4150

SEE for yourself, local Amway Distributors are enjoying extra income. We show you how. Phone for interview. 293-1551

SELL TIME SHARING
Licensed salespeople needed, full or part time, for this very exciting & profitable business, Florida, Hawaii, California & Las Vegas.
Ask for Al
FERGIN REAL ESTATE
522-1500

TEACHERS - SALES
(Promote Yourself) UNDERPAID? No room to move - up the business structure? We guarantee to pay you your VALUE, plus yearly INCOME INCREASES. Professional sales produce the highest incomes. Sales Type Persons Only will be considered. Send resume to;
Transamerica Services, PO Box 1156, Troy, Mi. 48099
An Equal Opportunity Employer

TEACHERS - Pink slipped? Fast growing school services company looking for outgoing individuals interested in new career with exciting growth & income potential. Send resume to Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

The World's Largest Beauty Company Is Looking for People
Who want to make good money.
For more information call
425-8989
879-0183 644-5404

TRAVEL AGENT, agent needed for fast growing travel corporation. Experience needed. Must be Sabre trained. Call Sue Campbell 352-4873

TRAVEL SALES
Large travel company seeks outside commission sales people, full/part time, some sales experience preferred, high commission/travel benefits. Call 557-5145

WANT TO BRIGHTEN YOUR DAY?
A little moonlight can put a lot of sunshine in your life. Earn extra income in your spare time. Phone local Amway Dist. for information. 455-9132

WICKER Home parties representatives needed immediately. Car & phone necessary. 398-7357

506 Help Wanted Sales

$50,000/YEAR POTENTIAL
Sales opportunity with fast growing corporation. Car, insurance, retirement. Send resume to P.O. Box 636, Birmingham, Mich. 48012.

507 Help Wanted Part Time

ADAPTIVE RECREATION COUNSELOR
Assist and instruct recreational activities for handicapped individuals. Therapheutic recreation and/or special education background preferred. $3.50 per hour. Farmington Hills Parks & Recreation.
474-6115
Equal Opportunity Employer M/F

APPLICATIONS being take phone operators - part time, mornings & evenings. Dialog Corporation (in Fisher Bldg.) 905 W. Ann Arbor Trail, Plymouth. Apply between 1:30 & 3:45 only.

BEACH MANAGER for lakefront beach club, part time in May, full time Memorial Day to Labor Day. Send resume to P. O. Box 462, Franklin, Mi. 48025.

CASHIER - Experienced only. 30 hours per week. Birmingham area. Call Barb between 4-6PM only. 644-0050

CROSSING GUARD at Birmingham Elementary School. Mornings and afternoons. $10 per day. Call days 642-7737 or evenings 644-2430

DRIVER wanted to transport child home from school Monday-Friday at 2:30. High School student OK. Farmington Hills/W. Bloomfield area. Additional duties possible. Eves. 855-3165

LEASING AGENTS
Now selecting well-groomed women over 40 for position of Leasing Agent at large apartment complex in Farmington Hills. Saturdays, Sundays and all Holidays 10AM-6PM. $4.71 per hour to begin with automatic increases. No experience needed.
By appointment,
474-7515

LOOKING FOR PARTNER
Expanding wholesale supply. 10 - 15 hrs./week. Commission only.
Call D. Stone 464-1892

MARKET RESEARCH interviewing. Part-time. Farmington Hills. No sales involved. Must have pleasant phone voice, prior phone experience preferred. Minimum 3 evenings per week, must be available Sat. or Sun.
Call after 6 PM. 851-4408

MOTEL MAID NEEDED
Grand Tulane Motel. Apply 29501 Grand River, Farmington, after noon.

PART TIME
FOSTER CARE
For a developmentally disabled child. We provide training and license your home thru Department of Social Services. Your family will provide care and training for short period of time. Teaching and nursing skills helpful. In Wayne County - Call Plymouth Center, Community Placement Unit, 837-3560.

PART TIME JANITORS
Mature men & women with reliable transportation can supplement their income by doing evening janitorial work in Livonia, Southfield, Farmington, Troy, Rochester & other areas. Apply 21751 Coolidge, Oak Park Monday through Thursday 10am-4:30pm or call 586-3900

PART TIME OPENINGS
Current part time opening for an Accounts Receivable Clerk and a Clerk/Typist. Accounts Receivable applicants must have related accounting experience and be able to operate a 10-key adding machine. Clerk/Typist applicants must have clerical experience and excellent typing skills. Convenient west side location with work schedule of 2-3 full days per week. Please call 961-2476
Equal Opportunity Employer M/F

PART TIME POSITION
Join us on a part time basis, Lexitel is a rapidly growing communications company looking for aggressive, self motivated individuals. We have immediate openings for experienced TELEPHONE REPS, four hour shifts daily, 9am-9pm. Apply today - call 647-6920
LEXITEL COMMUNICATIONS

SECRETARY-PERMANENT Part time. Typing 60 WPM, shorthand 80 WPM. 3 evenings 4 to 8 pm. Alternating weekend days. Pay commensurate with experience. 851-4990

SPECIAL INTEREST teacher needed for Youth Theatre, Farmington YMCA. Call Vic. 553-4020

TELEX OPERATOR - experienced, typing 65 WPM, Southfield firm, 5-8 or 6-9. $5.50 hr. fee paid.
Lois Ray Personnel 559-0560

508 Help Wanted Domestic

BABY SITTER for 2 toddlers in my West Bloomfield home. 20-30 hrs per week - days & hours negotiable. Own transportation & references. 661-4019

BABY SITTER, mature. In my Westland home 15-20 hours per week for 22 month old girl. Must have transportation. 522-6364

BABYSITTER- Mature & dependable, in my home only. Schoolcraft/Beech Daly Mon. thru Fri. 7:30am-5:30pm. 2 children, Call after 6pm 538-3586

BABY SITTER needed in my home. Mon. thru Wed., 9am to 6:30pm. $1.25 per hour. Livonia area. Own transportation. Call after 7pm. 522-2708

BABY-SITTER needed, full-time, to care for 2 year old; one child welcome. Redford area. Call 533-7551

BABYSITTER Needed for infant and toddler, Monday thru Friday in my Livonia home. Call after 6:30PM 464-0969

BABY SITTER needed to care for infant in my Farmington Hills home. Mon.-Fri. 7:30am-5pm, own transportation. References required. 477-0354

BABYSITTER Needed in my Troy home. 3 days per week. Reliable, own transportation. Non-smoker, loving. References. Call after 6PM 689-9281

BABYSITTER wanted, responsible, reliable woman to sit in my home. 5 hours a day, Mon. - Fri., Westland. Call after 1:30 PM. 595-1631

BABYSITTER 3 afternoons per week, 2:15-5:30pm, 2 children my home. Own transportation. Heatherwood Village, Rochester & Avon. 652-7808

CANTON AREA - year round, full time babysitter needed, your home or mine. If your home, prefer Erickson School district. Call after 5pm. 981-0601

CHILD CARE needed in my Birmingham home, Monday thru Friday. 7:30am-5pm. Must have own transportation. 644-1356

CLEANING LADY, part time, for executive's townhouse in Southfield area. References required. Contact Cheryl in Marketing 237-0386, ext. 438

COMPANION FOR women in nursing home, Fri. Sat. Sun. 12-6:30 pm, Livonia area. After 6pm 855-1077

DAY WORKER - $4.00 per hour. Friday & Saturday. Birmingham. References necessary. 647-4780

DEPENDABLE Live-in Companion/Housekeeper needed for disabled mother. Must have references and valid driver's license. Good wages + room & board. Novi area. After 5pm. 474-5327

GRANDMA WANTED- With experience & references to babysit 2 children part time in my Farmington Hills home. Excellent pay. 474-1990

HOUSEKEEPER-COMPANION, live-in, good home in Southfield. Excellent references required. Call 9am-5pm. 559-0573

HOUSEKEEPER
Live-in, for elderly lady, light work, Farmington area. 474-7365

HOUSEKEEPER SITTER - experienced, full time, 4 days, light housekeeping, 2 children, Birmingham area, own transportation. After 6:30 540-2924

HOUSEKEEPER with car, 5 days per week sleep-in, or 3 days, mornings and afternoons, some evenings, for 2 schoolage girls. West Bloomfield 661-9048

LIVE IN companion to care for elderly lady, prepare meals & light housekeeping, Dearborn Hts. area. 326-0334

LIVE-IN HOUSEKEEPER - must love children. Private room. Farmington Hills area. References required. Call after 6PM. 553-7664