502 Help Wanted Dental-Medical

HAWTHORN CENTER
ANNOUNCES
IMMEDIATE JOB OPENINGS FOR:
RN
Full time afternoons. To qualify you must enjoy working with children, be able to work in a creative and informal atmosphere, want to participate in a well defined multi-disciplined treatment program for emotionally impaired children. Orientation program and continuing in-service training for all staff. State Civil Service fringe benefits. Phone
349-3000 ext. 550
8 am to 4 pm

MEDICAL ASS'T
Experienced
Full time. 425-0780

MEDICAL BILLING CLERK, experienced. North Woodward-Troy area. Willing to learn Venipuncture, EKG & computer keyboard operation. Adding to present staff. Immediate availability to properly qualified individual. Reply to Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST for dermatologist. Pegboard, billing, and insurance. 4 days plus Saturday AM. Send resume att: Ms Carter, suite 509, 555 S Woodward, Birmingham 48011.

MEDICAL RECEPTIONIST - Experienced with initiative for Royal Oak Physician's office. Must have excellent telephone & filing skills plus light typing. Part time now with potential for full time. Call before noon. 549-1711

MEDICAL RECEPTIONIST/Assistant. Must be mature & experienced. Blue Cross, typing, answering phone & scheduling patients 274-0641

MIDNIGHT NURSE
Full or part time. RN or LPN, call Hendry Convalescent Center, 105 Haggerty Rd. Plymouth. 455-0510

NURSE'S AIDES
MIDNIGHTS
Experienced Only
FRANKLIN MANOR
Convalescent Center
26900 Franklin Rd.
Southfield

OPTICIAN - experienced all phases of dispensing. Call Peggy Read. 562-3000

ORTHODONTIC ASSISTANT
Part time. 15-20 hours per week. Bloomfield Hills Area. 332-9104

RECEPTIONIST - for Podiatry office. in Southfield. Insurance billing, & peg board bookkeeping experience necessary. 35 hours per week including Sat. mornings & early eves. Good salary, pleasant working envirement. 559-8844

RECEPTIONIST
Industrial clinic in Livonia, seeking person with receptionist experience in typing, filing, & patient contact. Call Fri. between 9 AM and 3 PM. 425-4600

RN ASSISTANT
TO THE
DIRECTOR OF NURSING
Apply in person at
MEDICO'S RECOVERY
CARE CENTER
22355 W. 8 MILE RD.
3 blks. W. of Lahser

RN
Day or afternoon shift part time or full time, in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightengale West, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

RN DAYSHIFT
$8.84 an hour (without benefits). Cash bonus after 11½ months of service. Redford Geriatric Village, Inc. 534-1440
An Equal Opportunity Employer

RN - LPN. Positions available in a basic nursing home for a charge nurse on the afternoon shift. Full time and part time available. Excellent salary, vacation pay. Apply in person at 28910 Plymouth rd Livonia

RN'S
FOR
PONTIAC
TROY
SPECIAL INCENTIVE BONUS
FOR NEW APPLICANTS
Opportunities For:
MED-SURG
ICU-CCU
New Specialty Program Is Coming
PRO CARE ONE, INC.
The Health Care Professionals
Madison Hts. 399-9957

ROCHESTER AREA
3 days 4 handed denistry. One year experience, minimum. Call to arrange an interview. 652-1100

502 Help Wanted Dental-Medical

RN's
Full and part time. All Shifts.
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500, Ext 113

RNS
Full time $16,000 plus fringes
Separate program for part time nurses.
Weekend differential for all
Farmington Nursing Home
30405 Folsom, Farmington
477-7400

RN'S
Is supervision one of your major skills? If decision making to assure quality care is what you like to do, call: 729-0857, ask for M. Clayton. Career opportunities are unlimited. Fringe benefits include dental care, employees option stock plan.
An Equal Opportunity Employer

RN's/LPN's - Midnight shift for a 100-bed skilled nursing facility. Individualized orientation. E.O.E. Call for appointment 647-6500

RN'S & LPN'S
Needed full and part time for 150 bed skilled facility. All shifts. Compensated wage scale. Apply: Oakland Care Center, 3030 Greenfield, Royal Oak. 8AM-3PM. No phone calls.

RN'S
LPN'S
Now accepting applications for the professional in need of flexible hours to meet their varied life-style. Quality Care of Dearborn offers flexible scheduling with competitive pay. Call for appointment & begin an exciting new career with
QUALITY CARE
274-2309

RNs - LPNs
Or nurses with current permit. Wages negotiated on individual basis. Choice of shifts due to increase in staffing. 95-bed extended care facility near Wayne/Canton area. Apply in person at 43825 Michigan Ave., Canton or for further information call 397-0600

RNS or LPNS
Full or part time
Afternoon & Midnights.
Farmington Area.
Ask for Mrs. Rich
476-8300

RN SUPERVISOR
RN needed to supervise office of supplementary nursing service. 3-11PM. Monday thru Friday. Beautiful Town Center location in Southfield. Excellent full time benefits. For interview call Beverly between 8am-4pm. 352-6111

R.N. - CCU TRAINED
Part-time. Sterling Hts. - to assist in expanding Cardiac Rehab Program. Salary negotiable. 254-1177

R.N.
needed for health care agency marketing position.
Call Mrs Smith. 835-9542

SOCIAL WORKER, must be highly qualified A.C.S.W. child-family clinician. Willing to work evening hours & learn new case direction.
Enuresis Family Center. 474-0240

504 Help Wanted Office-Clerical

ACCOUNTANT
Public accounting experience needed to fill challenging position in rapidly growing Southfield CPA firm. Much opportunity for personal growth. A self-starter with good organization a must. Salary open, fringes. For confidential interview, call 352-0806

ACCOUNTING POSITION. Full charge bookkeeper, good typist, self starter, detail orientated, pleasent office surroundings, good pay. Send resume to: Accounting Manager, P.O. Box 132 LV., Lathup Village, MI. 48076.

ACCOUNTING POSITION - Birmingham office. Experienced with invoicing, accounts receivable & payable using pegboard system. Please send resume to P.O. Box 1182, Birmingham, MI 48012.

ACCOUNTS PAYABLE
Part time. Approx. 8 hours weekly, 2 mornings or evenings in owner's home office. 13 Mile-Telegraph area. Lulu's Lingerie 355-5599

BOOKKEEPER
Must have at least 3 yrs. experience. Birmingham area. Please Call Martin Waller for appointment. 645-6310

BOOKKEEPER thru to trial balance. Quarterly returns. Good salary, full benefits. Beryl Personnel, 26661 Coolidge, Oak Park. 548-3055

504 Help Wanted Office-Clerical

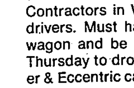
EXECUTIVE SECRETARY

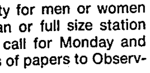
CORPORATION in Southfield area needs Executive Secretary. Experience and shorthand required, fluency in French a plus.

Send resume to box #884,
Observer & Eccentric Newspapers,
36251 Schoolcraft,
Livonia, Mi. 48150

507 Help Wanted Part Time

PART TIME HOUSEWIVES
OR
RETIREES





We have Driver openings available for Independent Contractors in Wayne County for men or women drivers. Must have truck, van or full size station wagon and be available on call for Monday and Thursday to drop off bundles of papers to Observer & Eccentric carriers.

Call the
Observer & Eccentric
Circulation Department
Oakland County - 644-1100
Wayne County - 591-0500

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Accounts Receivable Bookkeeper
Dynamic, young, telecommunications company needs experienced bookkeeper able to deal with variety of accounting responsibilities. Ideal candidate will have strong background in general accounting and be able to work quickly & accurately without supervision. Some customer phone contact experience helpful. Resumes to: Sue Currie, Lexitel Corporation, 30200 Telegraph, Suite 274, Birmingham, Michigan, 48010.

ACTION - ACTION
STENOS
SECRETARIES
TYPISTS
WORD PROCESSORS

BECOME A TIFFANY award winner. Sign up with MANPOWER - the world's largest temporary service. Call for an appt. & see what many opportunities are available for you.

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TEMPORARY SERVICE
The World's Largest
LIVONIA 478-1130
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REN CEN 259-6511
An Equal Opportunity Employer

ARE YOU A
SECRETARY
JR. or SR. TYPIST
WORD PROCESSOR

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

ARE YOU looking for an opportunity to work between 10AM-2PM in a small dynamic office which handles financial transactions through modern computer terminals? If you are looking for a nononsense pace, an opportunity to learn and a chance to develop into a full time career member of a highly professional staff, write to Mr. Richard Ayres, 15600 Providence Dr., Southfield, Mi 48075.

A Super Opportunity

to be part of an exciting team! Southfield firm needs an all-around secretary/receptionist with excellent skills and good figure aptitude. Salary range $12,000 to $13,000 plus benefits. Send confidential resume to: Mr. Ubank, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

ATTENTION: 8 people for part time temporary office promotion for Westin Hotel. Must have pleasant voice. Hours available: 9am-1pm, 1pm-5pm or 5pm-9pm. $4.50 to $10.00 per hour for qualified personnel. Please call: 567-6190

BOOKKEEPER and Office Manager, mature, experienced, for small manufacturing firm in Troy. Send resume, state salary required, to P.O. Box 684, Troy, Mi 48099

BOOKKEEPER for diversified position in Southfield ad agency. Good typing skills necessary. Experience helpful. Excellent benefits. 358-4800, ext. 201

BOOKKEEPER
FULL CHARGE

Experienced Bookkeeper needed by Southfield professional firm to work independently on several accounts, from journal entries through financial statements. Salary commensurate with experience, flexible hours, and good benefit program. If interested, send work history in confidence to: Mr. Utley, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

BOOKKEEPER-Full Charge, including Financial Statements, Account Tables, Accounts Receivable. No other need apply. Call 9AM-11AM weekdays, 353-1360

BOOKKEEPER - FULL CHARGE
3 to 5 years experience with tax background. Send resume and salary requirements to: P.O. Box 19244, Detroit, Mich., 48219

BOOKKEEPER, full time, full charge with computer experience for Bloomfield Hills Health care service office. Salary open plus benefits package for person able to assume responsibility. Ask for Sue. 334-8000

CHURCH SECRETARY, part time, $6 per hour. Call Mornings 354-4488 or write to: N.W. Unitarian Universal Church, 23925 Northwestern Hwy., Southfield, Mi. 48075.

CLERICAL WORK - receptionist, mature individual wanted for full time position in Livonia insurance office, auto claims background preferred. 422-7850

CLERK/TYPIST
Full time permanent position available, 36 Hr. week, competitive salary & excellent benefits. Must have good office skills. Ann Arbor area. Please call Claire Price, 8:30 to 4:40 Monday thru Friday at: 994-1100
An Equal Opportunity Employer

CORPORATE LAW FIRM in Birmingham, is looking for mature, responsible individual - seeking a challenging part-time filing position. Hours 9-1PM. Experience required. Call Nancy, 642-2000

EXECUTIVE
SECRETARY
COMPUTER COMPANY
$14,000
Beautiful opportunity with a growing organization. If you welcome responsibility and have good skills.
Call Bernice Fromm.
353-2090
SNELLING & SNELLING
PERSONNEL

504 Help Wanted Office-Clerical

BRANCH SALES RECEPTIONIST
For National computer company. Experience required, word processing preferred. Call: 645-6060

BUSY SALES DEPT. needs person who can type 60wpm, has pleasant phone manner, good organizational skills & enjoys a full work day. If you qualify, call Karen for interview. 835-6400

RED WING TICKET WINNER

Scott Samuelson
26253 Fordson
Redford, MI

Please call the promotion department of the Observer & Eccentric between 9 A.M. and 5 P.M. Friday, March 12, 1982, to claim your TWO RED WING TICKETS.

CONGRATULATIONS!

EXECUTIVE SECRETARY
Corporate vice president seeks experienced executive secretary for position at companies world headquarters. Personality & flexibility to handle extensive interface with an occasional assignment from chairman, CEO, etc. are prerequisites. Superior stenographic skills, math aptitude & organizational ability needed for substantial involvement with reports to board of directors, banks, auditors. Administrative duties include preparation of computerized confidential payroll & processing of group insurance claims. Attractive offices in Troy, comprehensive fringe benefit program, salary commensurate with experience.
Please submit resume to; Employment Mgr., R.P. Scherer Corporation, PO Box 160, Troy, Mi. 48099

EXECUTIVE SECRETARY - excellent communication skills required. Light bookkeeping. Send resume to: E & A Industries, 30555 Southfield Rd, Southfield, MI 48076.

EXPERIENCED Legal Secretary
Southfield office.
Call Pat 354-4030

EXPERIENCED LITIGATION secretary, must have word processing experience. Salary commensurate with ability and experience. 352-0500

FRONT - office secretary needed for a Troy company. Lots of phone contact, variety & challange. Excellent hours, benefits & location. $12,000 per yr. & fee paid

EXCELLENT - opportunity to learn legal in a plush Troy firm. Good typing & dictaphone are a must. Salary range is $12,000 to $13,000 and your fee is 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

GENERAL OFFICE Position for small manufacturing plant, some typing required. Must be pleasant on telephone. Please send resume indicating experience & salary expected to:
Fashonwall Products Co. Inc., 24351 Indoplex Circle, Farmington Hills, Mich. 48018. Or apply in person between 9am-4pm. No phone calls please.

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

GENERAL OFFICE
Excellent opportunity for mature, dependable person who enjoys clerical work and figures for our Purchasing Department. Experience preferred. Good benefits. Novi area. Call Personnel Department between 1 and 3 PM, 349-5000, Ext. 204

GENERAL
OFFICE

Top paying assignments for individuals with good general office background. Good typing skills a must, CRT helpful.

UNIFORCE
TEMPORARY SERVICES
1000 S. Woodward Birmingham
646-7660

INSURANCE AGENCY, Livonia area, needs person with General Insurance Agency experience. Part-time. Replies: Box 2216, Livonia, Mi. 48151

INSURANCE
Commercial property/casualty. Agency experience. Mature. Farmington Hills area. 553-2124

LEGAL SECRETARY - experienced - part time. Good typing & dictaphone skills. Future full time position possibilities. 12 Mile & Telegraph area. Call Mrs. Grossman 548-7526

LEGAL SECRETARY
For Ren Cen law firm; must be experienced. BC-BS, life insurance and disability insurance. Salary negotiable based upon experience.
Please call Mrs. Powell at: 259-7900

LEGAL SECRETARY

Secretarial experience required. Legal Secretary experience - two years preferred. Candidates must be able to transcribe from dictaphone. Type 70wpm accurately. If interested & qualified, please call
649-4700, ext. 308
An Equal Opportunity Employer

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 SECRETARY needed for busy Southfield practice. Experienced only, full or part time, salary commensurate with experience. Call Barbara 356-7100

LEGAL SECRETARY
Experienced, word processing helpful. Birmingham area. 644-8330

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 for (2) Attorney Southfield Law Firm. Experience with Word Processing equipment and/or Retirement Plans preferred. 354-3640

LEGAL SECRETARY - Experienced only. Southfield Town Center. Mag Card or Word Processing preferred. Shorthand helpful. 353-1611

LEGAL
SECRETARIES
When thoughts turn to finding yourself a new position, contact Personnel at Law. Whether you seek a small, medium or large practice located in Detroit, Southfield, Troy, Dearborn, Birmingham or some other city in the tri-county area, our contacts will be of value to you.

Tell us what you are seeking in terms of position, type of law practice, location and salary, then leave the rest to us. When we share our client-contacts with you, changing positions will become a rewarding and problem-free experience.

Never a charge to you for our courteous and professional placement assistance. After hour appointments available for your convenience. Telephone or write this week.

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-2042

MATURE INDIVIDUAL needed for small office, responsabilities include invoicing, working with small computer & receptionist duties. Qualified applicant should be a self starter & able to work without supervison. Please send work history to: Box 914, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON with knowledge of general office procedures. Typing, good penmanship essential. 2 days a week, Monday & Saturday. 6 Mile/Grand River area. 537-4042

MATURE WOMAN
WANTED
PART TIME.
OAK PARK OFFICE
Hours 10 to 2, Mon. thru. Fri.
Call Mrs. Jamieson
968-6400

NEEDED FULL CHARGE secretary, 2 years minimum experience with billing, bookkeeping, scheduling.
Call Kathy at 852-6330

OFFICE
OPPORTUNITY
PART TIME

Ground floor opportunity at new Michigan operation of internationally prominent manufacturer.

Requires familiarity with general office, plant and warehouse procedures such as: typing, order taking and entry, pricing, inventory control, filing, packaging, shipping and receiving, assembly, etc.

At least 2 years experience in a related position and a high school diploma are required. If you have the qualifications, please send resume including work and earnings history to:

Box 882,
Observer & Eccentric
Newspapers
36251 Schoolcraft
Livonia, MI 48150

Equal Opportunity Employer M/F

PART TIME MORNINGS
Light typing, experienced filing. Apply: 115 W. Brown St., Birmingham, Mich. between 9:30 and 11 AM Mon. thru Fri.

PROMINENT Birmingham law firm in Tel-Twelve area desires experienced legal secretary with excellent typing skills for Lanier word processor. Leadership role anticipated. Salary commensurate with experience.
Call 644-4433

PRUCHASING ASSISTANT
General office & data processing experience. Send resume with salary history & requirements to: Personnel Director, Ellis & Ford Company, P. O. Box 308, Birmingham, MI 48012.
An Equal Opportunity Employer

TAX ASSISTANT
Fast growing company needs tax assistant with wide range of experience in various tax areas. Responsibilities include preparation of tax returns & supporting detail in all areas of tax work. Resumes to: Sue Currie, Lexitel Corporation, 30200 Telegraph, Suite 274, Birmingham, Michigan, 48010.

506 Help Wanted Sales

STU EVANS LINCOLN-MERCURY

Dealer desires aggressive, qualified, salesperson for used car department. We offer top pay, excellent fringe benefits and demo furnished. Applications being taken at used car department.

See Dan Cover
STU EVANS
LINCOLN-MERCURY
32000 FORD ROAD
GARDEN CITY - 425-4300

504 Help Wanted Office-Clerical

QUICK
Start for bright clerk typist working on new projects. Strong detail interest a must. Parking, benefits and $200 start.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

RECEPTIONIST SECRETARY, high school diploma or equivalent, must be courteous, neat & friendly. Apply at 795 S. Adams, Birmingham. Please call for appointment, E. Whitney Co. 645-0622

RECEPTIONIST NEEDED
Full time, some filing, must be able to type. Southfield area. Call 559-0650

RECEPTIONIST
With telephone experience, pleasent telephone manner, law office, Southfield area. Ask for Marilyn 358-0100

RECEPTIONIST-TYPIST, full time, light bookkeeping. Resume. Apply in person: 3-5pm, Mon thru Fri; Jacques Inc, 30100 Telegraph, Southfield.

RECEPTIONIST-SECRETARY - Bloomfield Hills law office. Good typing skills & telephone manner required. Start April 1st. Salary based on skills & experience. Call after 6pm. 559-5558

RECEPTIONIST - Farmington area - must have a professional telephone manner, duties include; typing, filing & misc. office functions.
Call for interview 474-0123

RECEPTIONIST & SALES
YOUNG lady that would be interested in learning all phases of the media, promotion, entertainment fields. Some typing required. Must be presentable and enjoy talking with the public. 332-8009

RECEPTIONIST/Attendant. Slim & Tan, specializing in tan, tones & body wraps is currently accepting applications. Previous experience desired, but willing to train. Salary commensurate with experience. Apply in person to Tan Tropic, 28952 Orchard Lake Rd., Farmington Hills (between 12 & 13 Mile).

REGIONAL OFFICE
of a national industrial finance company has immediate opening for general office position. Good typing skills required. Benefit program. 13 Mile - Northwestern. For appointment, call 851-7842

SECREATARY - for Southfeild law office. excellent typing & secretarial skills, no prior legal experience necessary. 355-2048

SECRETARIAL
Immediate full and part time openings. Typing and figure work. Must be organized, mature, self-reliant and experienced. Farmington Hills area.
626-8842

SECRETARIAL

Immediate full and part time openings. Typing and figure work. Must be organized, mature, self-reliant and experienced. Farmington Hills area.
626-8842

YEAR ROUND SECRETARY with good typing and verbal skills, private school, Birmingham/Bloomfield area. 646-7717

SECRETARY - Bloomfield Hills Law firm is looking for an experienced, self-starting Secretary with skills of 120 WPM shorthand, 70 WPM typing; competitive salary and benefits. 338-8700

SECRETARY
Career minded person for secretarial opening. Shorthand or dictaphone required. Must like to work with figures. Excellent opportunity. Good Benefits. Novi area. Call Personnel Department between 2-4.349-5000 Ex.204

SECRETARY for Troy Life Insurance Company. Shorthand required. Contact Jane Demers. 879-9000

SECRETARY - General Office - Legal. No experience necessary. Excellent typing skills. $650./mo. Resume: 1540 American Center, Sthfld., Mi. 48034.

SECRETARY, general office work, typing a must. Hanlo Gauge & Engineering, 26530 W. Eight Mile, Southfield. Ask for Peggy. 353-9200

SECRETARY

Large Life Insurance Agency in Troy is seeking an experienced Secretary with Shorthand & typing skills. Must be capable of organizing work flow, handling client inquiries & typing proper business letters & proposals. We offer a competitive salary, excellent fringe benefits & a pleasant office environment. Call Mr. Anderson. 649-6000

SECRETARY OFFICE MANAGER
Experienced in Life Insurance agency with some bookkeeping preferred. General office duties, phone, typing, processing, light shorthand. Southfield area. Call Mr. Morris. 569-5957

SECRETARY - PART TIME
Birmingham publishing company has opening for mature person with good office skills. Congenial work atmosphere. Send brief resume to Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

- SECRETARY -
Professional. Established firm, growing rapidly, in New Center area of Detroit, looking for experienced person in all office skills - to assist in Engineering & Purchasing Dept. Salary commensurate with ability & experience. Send Resume to: Box 912, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/ RECEPTIONIST. $125 Week to start. Over 21 years of age. Typing, filing, some bookkeeping. Sales experience background helpful. 8:30am - 5:30pm, Pontiac, 552-8966 or 332-2751

SECRETARY
SMALL OFFICE of national manufacturing company has opening for experienced, dependable Secretary with excellent typing and language skills, some bookkeeping experience, quick and effecient handling of phones. Shorthand preferred, but not necessary. Must be detail-oriented and capable of performing variety of office dulties with minimum supervision. Excellent benefits/pleasant working conditions. Please send resume to: P. O. Box 489, Walled Lake, Michigan, 48088.
An Equal Opportunity Employer

SECRETARY/STUDENT for small sales office. Light typing, filing and phone work. Hours 8:30-5, Monday thru Friday. Approximately 50% of the time will be available for study. $3.75 per hour. Office located in the Digital Equipment Bldg., Eight Mile & I-275. Position available immediately. Phone 349-3940

SECRETARY. Southfield builder/property management office. Filing & typing skills a "must". Dictation helpful. Pleasant atmosphere. 557-0770

SECRETARY. Southfield area electronic component sales office. Full time. Must be accurate typist with good phone personality. Salary commensurate with experience, full benefits package. 352-3770

SOUTHFIELD LAW OFFICE needs trial balance bookkeeper, 3 days a week. Salary open. Benefits available. Call Ms Dunn, 353-1550

WORD PROCESSOR
$13,000

Fantastic downtown opportunity for someone with 1 - 2 yrs. experience on Digital or Zerox 850 equipment. Successful candidate should have typing of 65, good spelling, grammar & love to type. Required overtime, full benefits, fast raises, FEE PAID! Don't wait, call Sheri Hill for personal interview.
AMERICAN
PERSONNEL 355-5526

504 Help Wanted Office-Clerical

TELEPHONE SOLICITOR
Part time. Real Estate experience helpful. From our Southfield office. 569-5333

TELLER
Part time position is open at our office located in Lathrup Village on Southfield at Sunset (11½ Mile). Position offers public contact, with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Part time position require full days of work Mondays & Fridays and other days to be discussed. Apply in person, 10 AM to 3 PM;
1st Federal Savings
of Detroit
27777 Southfield Rd.
Lathrup Village
An Equal Opportunity Employer

TRANSCRIPTIONIST - mature, neat, dependable person with high energy level, pleasant personality and ability to interact with people, wanted for Livonia food broker office. Primary position is transcribing correspondence for 18 salespeople, using a central dictating system and maintaining correspondence files. Must be able to type a minimum 60-70 wpm accurately, possess strong skills in spelling and know proper use of English grammar. Full time position - 8:30am-5pm Mon.-Fri. - with full fringe benefits. If you qualify, call between 1-4pm on Fri., Mar 12. 591-1900

TROY FIRM needs Secretary with liability experience; will train person with exceptional skills. Must be proficient with dictaphone & type at least 70 WPM. Good fringe benefits.
Phone 879-5150, Ext. 110.

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

TYPIST
70 wpm., accurate. Good speller. References. Lathrup Village. Call and leave message. 357-4674

WORD PROCESSOR OPR. - part time, preferably CPT experience, 13 Mile - Telegraph location, call Mary 353-9768

WORD Processors with DEC experience needed for temporary jobs. Top pay. Call Temporary Specialists. 354-3810

505 Help Wanted Food-Beverage

ARBY'S IS NOW LOOKING for mature responsible individuals to fill day cashier and slicer positions. Applicants must apply in person between the hours of 2-5PM at 29515 Southfield Road, N. of 12 Mile. No job information will be given out over the phone.

ATTENTION
Everybody's Night Club in Farmington Hills needs hostesses/hosts. Apply in person after 10PM, Tues.-Sat. 30860 Orchard Lake Rd.

CHEF - full time, must have experience or school of study. Plymouth area.
Call 455-0510

DISHWASHER
Experience necessary. Must be able to work nights. Apply in person: Jacques Seafood, 30100 Telegraph, Southfield.

EXPERIENCED BARMAIDS, short order cook, person for bar clean-up. Located in shopping center at Schoolcraft & Inkster. Apply in person: Spats Lounge, 27600 Schoolcraft, Livonia.

EXPERIENCED COOK
Must be available for any shift
Maple House, Hampton Plaza, Rochester. Apply in person only.

HOSTESS/HOST
Days and evenings, part time. Apply in person, Maximilians, 4616 North Woodward, Royal Oak.

LIGHT JANITORIAL & dish machine operator. Hours 8:30am - 3pm, Mon. thru Fri. Apply between 2pm - 5pm
BUGGY WORKS
29335 Orchard Lake Rd.
corner of 13 Mile Road.

PART TIME - help needed waiting on tables, experienced, apply in person, Apollo Coney Island, Schoolcraft at Inkster, Livonia

PREP COOK
Experienced in Italian Cuisine.
Call 474-2429 or 522-2409

WAITERS & WAITRESSES
Full & part time. Experienced only. Downtown Detroit. 259-3273

WAITRESSES & BARMAIDS
Apply in person
McEwen's Clubhouse Bar
34101 Plymouth Road, Livonia

WAITRESSES/Waiters - Experienced only. Apply between 2-5, Hawthorne Valley Golf Club, 31002 W. Warren, Westland.

WAITRESS/WAITER needed, nights, apply in person 10 to 6 PM. Side Street Pup, 860 Fralick, Plymouth.

WAITRESS/WAITER
Experienced Only. Apply at Athens Restaurant, Harvard Row, 11 Mile & Lahser Rd., Southfield.

506 Help Wanted Sales

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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 at 476-7000.

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For information about a challenging and well-paying sales opportunity, call 397-1035

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ARE YOU TIRED of doing day-care but have to work from home? Teach others how to lose weight & earn extra money. Call Debby. 532-8538

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See what the pace setter in the industry has to offer.

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Call Steve Leibhan at 557-6700 for particulars.

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Experienced
Real Estate Sales Associates.
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Professional & experienced only. Dodge dealership offering good pay plan, excellent benefits and good traffic. Apply in person to Jerry Hsu at 24625 W. 12 Mile Rd.

BECOME a color cosmetic consultant. Earn substantial income with highest quality Artistry cosmetics. Will train. 455-5485

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NO EXPERIENCE NECESSARY
We provide a training program
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Interviews will be held
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Work full or part time, commission sales right from your home, national company, benefits, will train. Call Anna, Saturday 11am-5pm. 626-2219

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Call about our 100% commission program with no monthly fees.

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Brendan Battersby ... Royal Oak
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- Call 549-0800 -

Gil Holiday ... Troy/Rochester
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If you have the ability, we have the opportunity. We are seeking aggressive self motivated individuals who have the skills to build a career in creative sales. We offer infinite growth potential & the freedom to control your own destiny. Current established salespeople earn an average of $47,000 commission. For appointment, submit resume to Mr Poulos % of Otterbein Associates, 22255 Greenfield, St 200, Southfield Mi 48075

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For confidential interview,
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Steel warehouse is looking for an experienced steel salesman. Applicant must be familiar with plate, slab, cobble, burnouts and all secondary products. Minimum 5 years experience with strong performance. Salary & fringes competitive. Please reply to box 888 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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506 Help Wanted Sales

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FULL OR PART-TIME
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NEW YORK TIMES
Seeks experienced phone solicitors please call & ask for Mr. Starler
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Experienced in siding, windows, modernization. Call from home. Best paying deal. 531-7060

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If your answer is yes, call Mon. thru Fri. ONLY between 10am - 5pm ONLY
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MEL FARR FORD
10 Mile & Greenfield
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For Maintenance & Carpet Cleaning Co. Full-time. Salary + Commission. Must have car! Benefits. 476-4452

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Self starter, experience preferred
Commission Basis
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