502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Full time, experienced in EKG, X-Ray, Venepuncture and Injections.
Northwest Detroit. 838-9401

MIDNIGHT NURSE
Full or part-time, RN or LPN, call Hemdry Convalescent Center, 105 Haggerty Rd. Plymouth. 455-9510

NURSE AIDES
Experienced, full and part time. Apply in person. Mon. thru Fri. 8am-3pm thru March 31th. Farmington Nursing Home, 30405 Folsom Rd. No phone inquiries please!

NURSES AIDES
HOME CARE
STAFFING
We are seeking experienced aides eager to provide "QUALITY CARE" to our clients.
QUALITY CARE
DEARBORN
274-2309

OFFICE MANAGER for busy 3 dentist office in Livonia, experienced only, must have dental insurance background, computer experience helpful. 478-5112

OFFICE MANAGER
For surgeons office in Garden City. Have experience with Blue Cross, Medicare, Medicaid & group insurance forms. Medical terminology & some bookkeeping. Full time employment. 522-0150

ORTHODNTIC
DENTAL ASSISTANT
Terrific opportunity to work for a suburban dental firm. Experience a plus. Don't wait to sink your teeth into this one! Call Jenny.
353-2090
SNELLING & SNELLING
PERSONNEL

ORTHODONIC ASST - 36 hours per week. Oak Park area. Permanently front desk. Lab duties. Farmington area. Non smoker. 477-5585

PHARMACIST
Our progressive, full service teaching hospital in the Detroit Medical Center has a part time, midnight shift position available for weekends and holidays. Hospital experience preferred. We offer an excellent salary. Please call
SANDY NAVETTA
HUTZEL HOSPITAL
4707 St. Antoine
Detroit, MI
494-7015
An Equal Opportunity Employer

PHYSICAL THERAPIST, full time, immediately. Pontiac School District. Apply: Personnel Office, 350 Wide Track Dr. E., between 8am-5pm.

RNs
Excellent nursing home in Westland area needs part time weekend PRNs. Flexible scheduling. Call Mrs. Novak.
261-9500

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/LPN's - Midnight shift for a 100-bed skilled nursing facility. Individualized orientation. E.O.E. Call for appointment 641-6500

RN'S
LPN'S
Now accepting applications for the professional in need of flexible hours to meet their varied lifestyle. 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 397-8600

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

502 Help Wanted Dental-Medical

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, varied time pay. Apply in person at 29910 Plymouth rd. Livonia

RN'S
STAFFING
HOME CARE
We offer variety flexibility and professionalism at competitive pay rates.
QUALITY CARE
DEARBORN
274-2309

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. 352-8111

R.N.
needed for health care agency marketing position. Will consider less than full time. Please call Mrs. Smith, 835-9542

R.N.S.L.P.N.'S
needed for afternoon shift in private psychiatric hospital. Call 8am-4pm Mon-Fri. 358-2144

WOODSIDE MEDICAL INC
845 Woodward, Pontiac

SOCIAL WORKER, must be highly qualified A.C.S.W. child-family clinician. Willing to work evening hours & learn new case direction.
Emuresis Family Center. 474-0140

SUPERVISORY
PERSONNEL
GEORGIAN BLOOMFIELD
Michigan's foremost extended care facility is now accepting applications for the following positions:
RN's, Midnight/Afternoon Supervisors
LPN's, Afternoon Staff Nurses
For personal interview please call.
Mrs. Argo, Director of Nurses.
645-2900

ULTRASOUND
TECHNOLOGIST
Immediate full time position available in our progressive out-patient facility's Ultrasound Department. Must be registered or board eligible. Competitive salary. Excellent fringe benefits.
979-8810

504 Help Wanted Office-Clerical

ACCOUNTING POSITION. Full charge bookkeeper, good typist, self starter, detail oriented, pleasant office surroundings, good pay. Send resume to: Accounting Manager, P.O. Box 133 I.V., Lathrup Village, Mi. 48076.

ACCOUNTS PAYABLE/RECEIVABLE Bookkeeper needed for engineering firm in Birmingham. Must have 2 Yrs. experience in bookkeeping; 50 to 60 WPM typing ability, some data processing exposure desirable; good appearance and pleasant phone voice.
For Appt. call Mr. Herbes between 3:30 and 5 PM at 642-8202

ACCOUNTS RECEIVABLE for office in W. Bloomfield. Must also be a fast and accurate typist for computer work. Call Rosemary 851-6744

ACCOUNTS RECEIVABLE and Payable Clerk with some knowledge of payroll. Must be good typist. Send resume to P.O. Box 147, Birmingham, MI 48012

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ASSISTANT
For fast paced Birmingham office, outstanding position available for a sharp person with good secretarial skills. Must be a self-starter and able to work without supervision. Excellent salary & benefits. Call Susan Head:
851-7741

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JR. or SR. TYPIST
WORD PROCESSOR
We have long & short term assignments close to your home. Call now.

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LIVONIA	525-0580
DEARBORN	565-9060

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SERVICES
The Temporary Help People

FULL CHARGE BOOKKEEPER
For interior design studio.
West Bloomfield.
Call: 851-3203

504 Help Wanted Office-Clerical

BOOKKEEPER
Assistant to work 8am-1pm. Monday thru Friday. Posting time cards 3-13 daily and answering phones 15-1pm., 35 per hour. Troy location. Send resume to Box 936, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Bookkeeper's Assistant with 2 to 3 years experience. Excellent figure aptitude and typing of 50-60 WPM. Please call Joe Greenberg for appointment.
557-7040

BOOKKEEPER
Full time position. Experienced. Floor plan experience helpful. Call for appointment. 261-2530

BOOKKEEPER
FULL CHARGE
Southfield professional firm needs an experienced Bookkeeper to work independently on clients' books. The ideal candidate will be competent in general ledger through financial statement. To apply for this challenging position, send complete work and salary history in confidence to: Mr. Wallace, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

BOOKKEEPER
must be experienced in accounting for insurance agency thru trail balance. Data processing experience a plus. Salary commensurate with experience. Southfield area. 354-6110

BOOKKEEPER/Secretary experienced. Very interesting office. Salary commensurate with experience, good benefits. 649-0006

BOOKKEEPER - Southfield based firm requires experience & a working knowledge of accounts. Send resume & salary requirements to: Box 930, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

- BOOKKEEPING SKILLS -
Plus experience in a One-Girl Office will get someone an interesting position with a well-established firm in the Building Supply industry. Must be familiar with sales, receipts, disbursements, accounts receivable & payable. Light typing & good spelling skills with ability to compose general business correspondence as well as a pleasant phone personality. 8 Mile/John R. area. Salary commensurate with experience. Call 9AM-4:30PM. 891-5578

BORED
WITH YOUR PRESENT JOB?
New company in Southfield is looking for sharp, bright, alert individual to get in on ground floor opportunity. Good Secretarial Skills, General Office, etc. Must be dependable & responsible individual with good reliable transportation.
Please Call between 9 AM-5 PM.
354-5333 ext 269.

BRANCH
SECRETARY
$14,000
Fortune 500 company offers the ideal showcase for your Executive secretarial skills and professional manner. Suburban location. Call now!
353-2090
SNELLING & SNELLING
PERSONNEL

CLERK-TYPIST
Part time, 15 hours per week, $4.50 per hour. Light general duties. Southfield.
552-8544

CLERK/TYPIST position in busy Southfield office. Typing 45 WPM & ability to work with little or no supervision. Good benefits include major medical & dental. Call 352-8860

CLERK TYPIST. Good typing, basic accounting background required. Learn CRT/TELEX, word processor. Reception, errands. Mail resume: IPC, 29621 Northwestern, Southfield, MI. 48034.

CLOSE
to home! Super chance for typist to learn this VIP's game plan and earn from $250 start.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

ENTRY LEVEL POSITION - in sales dept. of small manufacturing company. Good typing & shorthand skills required plus ability to work with figures in assisting sales staff. Send resume to:
Sales Dept, PO Box 576
Farmington Hills, Mi. 48018
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Experience a must. Good professional appearance. References required. Call Mon. thru Fri., 3 to 5 PM.
647-0977

EXECUTIVE SECRETARY/Administrative Assistant needed for Bloomfield Hills Law firm. Excellent opportunity for intelligent, career oriented person who must be ambitious and possess administrative and some secretarial skills. Send resume to Box 934, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

EXPERIENCED bookkeeper/typist/receptionist needed for 1 girl office in Livonia. Call for interview 591-1055

EXPERIENCED
Shorthand, phones, heavy typing. Troy Office, 8AM-5PM. Send resume & salary expected, to Box 938, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SECRETARY for progressive motor carrier. Basic secretarial skills required. Livonia area.
261-7544

EXPERIENCED TYPIST, legal preferable but not necessary. dictaphone essential, typing minimum 100 WPM, par communicate with experience. Contact Kenneth A. Stern. 557-1440

GENERAL OFFICE - Mature woman for office in Pontiac, part time. Call 9-noon 332-3644

504 Help Wanted Office-Clerical

GENERAL OFFICE - need part time person, approx. 8:30AM-1:30PM for West American Inc., 40200 Grand River, Novi, MI. 48050.

GENERAL ACCOUNTING CLERK
Varied duties. Downtown insurance office. Accurate typing, knowledge of business machines and figure aptitude required. 963-0034

GENERAL ACCOUNTING CLERK
Must be good typist and have knowledge of accounts receivable, payables, and some payroll experience. Call 728-7760 or Donna. 642-9333

RED WING TICKET WINNER
Joann Kotula
18497 Wakenden
Redford, MI
Please call the promotion department of the Observer & Eccentric between 9 A.M. and 5 P.M. Friday, March 19, 1982, to claim your TWO RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS!

IMMEDIATE OPENING
Mon. thru Fri., 8:30am - 3pm
Must like detail work
Hadley Arden
12985 Wayne Rd.
off Schoolcraft, Livonia

INSURANCE AGENCY, Birmingham - Person with at least 2 years experience in accounting or commercial lines. Benefits. Salary open. 646-6457

INVESTOR ACCOUNTING CLERK
Needed for Southfield mortgage company. FNMA, GNMA reporting experience a plus. Call Maureen. 355-8200

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.
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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 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-PART TIME for Birmingham law firm. Must have excellent typing skills. 1-2 years experience preferred. Contact Sue. 642-5074

LEGAL SECRETARY - Experienced preferred for Southfield Town Center. Must Carry Word Processing preferred. Short hand helpful. 353-1611

LEGAL SECRETARY - good typing and dictaphone skills, litigation experience helpful, 13 Mile Telegraph area. Salary commensurate with experience. 540-0677

LEGAL SECRETARY - Experienced - for Defense Litigation Law Firm. Good typing & Shorthand skills needed. Excellent benefits. Call Linda Widrig. 851-9500

LEGAL SECRETARY. Experienced with excellent typing and organization skills needed for law office. Excellent benefits. Write box #823, Bloomfield Hills Mich. 48013

LEGAL Secretary. Willing to train top knotch typist with good organizational skills to be legal secretary. Northland area. Salary negotiable. Immediate opening. Call for interview 968-5700

LEGAL SECRETARY. Top-notch skills, for fast pace. Type 70, shorthand 90, letter quality typing. Word processor required. Benefits, fee paid, $14,000. Sterling & Sterling 399-3950

LEGAL SECRETARY - Immediate opening, experienced required, excellent benefits, good pay with experience. Send or deliver resume to Box 919 Dickson, 74 W Long Lake, Suite 4, Bloomfield Hills 48013

504 Help Wanted Office-Clerical

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. We know where our client-contacts with you, changing positions will become a challenging 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	565-3140
Renaissance Center	567-4141
Troy	649-3042

LEGAL SECRETARY for Birmingham attorney, experienced in corporate, estate planning & litigation important, accuracy & neatness essential. 645-1210

LEGAL SECRETARY, experienced, familiar with word processing equipment. Corporation & estate planning practice. Call for appointment. 352-2300

MANAGEMENT TRAINEE
for position of General Manager for commercial trade publication. Will eventually have complete responsibility for all operations. Must type at least 50wpm, accurately. Non-smoker preferred. Excellent salary plus benefits and eventual profit sharing. Send resume, including salary history to: Manufacturer's Agents Newsletter Inc., 23573 Prospect Ave., Farmington, MI 48024

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

OFFICE
ADMINISTRATIVE ASSISTANT
National home sales use consultant firm has immediate opportunity for energetic person with strong administrative abilities & experience. Multi-faceted position requiring excellent organizational skills, follow thru on detail, typing, heavy phone contact. Light steno & bookkeeping but not essential. Good salary, benefits & growth opportunity. Please send resume with salary history to: Quality Care, 22511 Telegraph, Suite 234, Southfield, MI. 48034.
An Equal Opportunity Employer

COMPUTER PAYROLL firm needs dependable person to type payrolls by phone. 2 days a week. Math aptitude. Good phone diction. Typing or keypunch. Calculator. $4.00 an hour to start. Southfield. After 3 PM. 352-6057

PART TIME Assistant Bookkeeper, Eastern Market area. Experience preferred. Hours flexible. Call 872-7684

PART-TIME CLERK TYPIST
District sales office in Southfield seeks responsible individual with light typing, filing experience, good telephone demeanor and good typing skills. Min. 20 hours/week. Send resume to P.O. Box 344, Lathrup Village, Mich., 48076.

PART TIME, 18 Non-Smoker, Mon. thru Fri. Invoice typing, filing, answering phones, must be accurate & able to work with calculator. $4.75 to start. Bloomfield area. Call Cindy 338-0705

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

RECEPTIONIST/TYPIST
Experience necessary. Health agency in Southfield. $8,000. Send resume only to: American Cancer Society, 29500 Southfield Rd., Southfield, Mich., 48076 Att'n: G. Trevisan.

RECEPTIONIST - general office duties. Phone, filing, etc. Experience helpful. Birmingham area. 540-3156

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

RECEPTIONIST
Office Experience preferred including Typing or Switchboard. Employment Center 644-0616

RECEPTIONIST/TYPIST
Large contemporary realty firm in Southfield needs legal caliber typist for 5 girl office. Must be organized, enjoy variety of responsibilities. Paid Blue Cross & vacation. Salary, $900 per month. Only experienced applicants with solid office & typing experience. Position available immediately. Send resume to (no phone calls, please), Teri Paulen,
Carl Rosenfeld & Co
717 Travelers Tower
26555 Evergreen Rd.
Southfield, MI 48076
An Equal Opportunity Employer

TYPIST/RECEPTIONIST
Part time. Experienced only.
373-2400
An Equal Opportunity Employer

TYPIST/RECEPTIONIST - Southfield. 50 WPM accurate, switchboard & record keeping, benefits, $740, fee paid

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NO FEE - TOP PAY
BONUSES
BENEFITS
FRIDAY PAY
Detroit 962-9650
Southfield 354-0555
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WORD PROCESSOR - DEC or NBI experience needed immediately for Southfield area job. Call:
Temporary Specialists. 354-3810

504 Help Wanted Office-Clerical

SECRETARY - EXPERIENCED
For fast paced sales office.
Southfield area. 8-30 to 5
Call: 569-7210

SECRETARY - for Troy life insurance company. Shorthand required, contact Janet Dertsen 879-9002

SECRETARY
Guardian Industries, a leader in the glass and photo processing industries is seeking a dynamic and expressive Secretary for it's corporate offices.
Candidates must possess an ability to work effectively with all levels of management and have excellent secretarial and communicational skills. Shorthand experience is required with a legal background being helpful. This new position reports to the general counsel.
Along with a competitive salary, we offer an attractive employee benefit package. For confidential consideration forward a resume with salary requirements to:
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan, 48167
Equal Opportunity Employer M/F

SECRETARIES - Immediate for Southfield area job. Busy phones, typing and posting. Call:
Temporary Specialists. 354-3810

SECRETARY - Part time. Mature person for general office work with minor bookkeeping experience. Approximately 20 hours per week. Rochester area. 852-9006

SECRETARY, Plymouth Area. Some knowledge of bookkeeping. 455-1994

SECRETARY/RECEPTIONIST
$125 week to start, Over 21 years old. Typing, filing, some bookkeeping. Pontiac area 332-8866

SECRETARY. Excellent typing, letter writing skills required for USA & foreign business. Word processor & CRT/TELEX. Will train recent college grad Mail resume: 29621 Northwestern Hwy., Southfield, MI. 48034

SECRETARY. Good typing and phone skills needed. Some accounting work. Full time position for 4 months. Office located in Huntington Woods.
Call Glen Pelot 399-9910

SECRETARY.
Part time. For April, May and June, 9 am to 1 pm. Mon. thru Fri. Must have excellent typing and communication skills. Salary $4.00/hr. Location: 12 Mile & Greenfield. Call Annie 557-1780

SUBURBAN - company seeks a sales correspondence for a fast paced industrial atmosphere. Heavy customer service experience and clerical skills. Excellent salary, location & benefits. $16,500 plus and your fee is paid.
ADAMS
&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham
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DIAL A JOB
To Hear About Our Job Seeker Counseling & Resume Preparation Services.
646-8780

SWITCHBOARD OPERATOR
Experienced
For Afternoon Shift
338-2191

TELLER
Full time position is open at our office located in Berkley on Woodward at Catalpa. Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Apply in person, 10 AM to 3 PM.
1st Federal Savings
of Detroit
2535 Woodward, Berkley
An Equal Opportunity Employer

TOP TYPIST
Large commercial realty firm in Southfield needs legal caliber typist for 5 girl office. Must be organized, enjoy variety of responsibilities. Paid Blue Cross & vacation. Salary, $900 per month. Only experienced applicants with solid office & typing experience. Position available immediately. Send resume to (no phone calls, please), Teri Paulen,
Carl Rosenfeld & Co
717 Travelers Tower
26555 Evergreen Rd.
Southfield, MI 48076
An Equal Opportunity Employer

TYPIST/RECEPTIONIST
Part time. Experienced only.
373-2400
An Equal Opportunity Employer

TYPIST/RECEPTIONIST - Southfield. 50 WPM accurate, switchboard & record keeping, benefits, $740, fee paid

LOIS RAY
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BONUSES
BENEFITS
FRIDAY PAY
Detroit 962-9650
Southfield 354-0555
OLSTEN
Temporary Services
Equal Opportunity Employer M/F/H

505 Help Wanted Food-Beverage

COOK WANTED - All shifts
Must be experienced in short order cooking. Apply within after 4pm, Thru Howard Johnson, 25050 Northwestern Highway, Southfield.

504 Help Wanted Office-Clerical

SECRETARY - EXPERIENCED
For fast paced sales office.
Southfield area. 8-30 to 5
Call: 569-7210

SECRETARY - for Troy life insurance company. Shorthand required, contact Janet Dertsen 879-9002

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Candidates must possess an ability to work effectively with all levels of management and have excellent secretarial and communicational skills. Shorthand experience is required with a legal background being helpful. This new position reports to the general counsel.
Along with a competitive salary, we offer an attractive employee benefit package. For confidential consideration forward a resume with salary requirements to:
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan, 48167
Equal Opportunity Employer M/F

SECRETARIES - Immediate for Southfield area job. Busy phones, typing and posting. Call:
Temporary Specialists. 354-3810

SECRETARY - Part time. Mature person for general office work with minor bookkeeping experience. Approximately 20 hours per week. Rochester area. 852-9006

SECRETARY, Plymouth Area. Some knowledge of bookkeeping. 455-1994

SECRETARY/RECEPTIONIST
$125 week to start, Over 21 years old. Typing, filing, some bookkeeping. Pontiac area 332-8866

SECRETARY. Excellent typing, letter writing skills required for USA & foreign business. Word processor & CRT/TELEX. Will train recent college grad Mail resume: 29621 Northwestern Hwy., Southfield, MI. 48034

SECRETARY. Good typing and phone skills needed. Some accounting work. Full time position for 4 months. Office located in Huntington Woods.
Call Glen Pelot 399-9910

SECRETARY.
Part time. For April, May and June, 9 am to 1 pm. Mon. thru Fri. Must have excellent typing and communication skills. Salary $4.00/hr. Location: 12 Mile & Greenfield. Call Annie 557-1780

SUBURBAN - company seeks a sales correspondence for a fast paced industrial atmosphere. Heavy customer service experience and clerical skills. Excellent salary, location & benefits. $16,500 plus and your fee is paid.
ADAMS
&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
To Hear About Our Job Seeker Counseling & Resume Preparation Services.
646-8780

SWITCHBOARD OPERATOR
Experienced
For Afternoon Shift
338-2191

TELLER
Full time position is open at our office located in Berkley on Woodward at Catalpa. Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Apply in person, 10 AM to 3 PM.
1st Federal Savings
of Detroit
2535 Woodward, Berkley
An Equal Opportunity Employer

TOP TYPIST
Large commercial realty firm in Southfield needs legal caliber typist for 5 girl office. Must be organized, enjoy variety of responsibilities. Paid Blue Cross & vacation. Salary, $900 per month. Only experienced applicants with solid office & typing experience. Position available immediately. Send resume to (no phone calls, please), Teri Paulen,
Carl Rosenfeld & Co
717 Travelers Tower
26555 Evergreen Rd.
Southfield, MI 48076
An Equal Opportunity Employer

TYPIST/RECEPTIONIST
Part time. Experienced only.
373-2400
An Equal Opportunity Employer

TYPIST/RECEPTIONIST - Southfield. 50 WPM accurate, switchboard & record keeping, benefits, $740, fee paid

LOIS RAY
PERSONNEL
559-0560
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

505 Help Wanted Food-Beverage

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

BAR PERSONS - for night shift. Good wages. Apply between 9-11AM. The Virgo Lounge, 18245 W. Eight Mile. Must be efficient.

COOKS
Mature applicants only. Must have egg and broiler experience. Excellent working conditions. Please apply in person by appointment:
Blakeney's Ranch House
28333 Grand River, Farmington
477-3341

COOK
with broiler & fryer experience. Please apply in person, Grandee Cafe House, 24480 Grand River, Detroit, Mich.

EXPERIENCED bartenders & wait for fine dining restaurant. Apply in person after 4:30PM. Palazzo's, 8180 Grand River, Brighton.

FAST SHORT order cook wanted for restaurant in Plymouth. Minimum 7 years experience, excellent pay. Call after 5pm 453-5340

HOSTESSES. Part time nights. Wed. Sat. & Sun. Must be friendly & outgoing. Apply The Barbecue House of Southfield, 29111 Greenfield, near 12 Mile.

PART TIME afternoon & evening positions available with Arby's Roast Beef. Apply in person only between 2-5 pm: 25055 Telegraph, Southfield or 15355 Telegraph, Redford.

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

Restaurant Assistant Manager
Private club in Southfield seeks experienced assistant manager for dining room. Apply in person at 30333 Southfield Rd or phone Lenny Miller
646-8990

RESTAURANT MANAGEMENT
Would you like to make a challenging career in restaurant management, we currently have openings in our Management Training Program in many western suburban locations. Restaurant experience and some college required.
Call Sybra Inc. 1-744-4030

Restaurant Managers
Assistant Managers
Rapidly expanding restaurant group in Detroit area has several management openings for talented, aggressive achievers. They will be rewarded with excellent pay and a piece of the action. Restaurant or food service experience required. Please reply by phone Mon. thru Fri., 7 to 5 PM. 552-2150 for Mr. Round.

RESTAURANT
MANAGERS
BURGER CHEF SYSTEMS, INC currently has openings in the southwest Metropolitan area. We are seeking MANAGERS & ASSISTANTS who have a solid record of achievement. A track record that demonstrates ability to grow, the ability to communicate, motivate, and bring out the very best in a staff.
If you have a record of experience as a restaurant or retail manager or college graduate, you might have the skills we need.
BURGER CHEF starting salaries range from $11,000 to $14,000 per year depending on experience. Additionally, we offer a generous benefit package including pension, life, and major medical benefits.
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