500 Help Wanted

2ND PRESSMAN for multi color sheet fed equipment. Supply resume and/or record of work experience & references. Ann Arbor, Reply to Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

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CLINICAL PSYCHOLOGIST
Providence Hospital, Department of Psychiatry if currently seeks a clinical Psychologist to develop clientele as an affiliate location and perform psychological testing as needed at Southfield facility.

Qualified candidates must possess a PHD in psychology and experience in a clinical setting. Excellent salary. Submit resume to: Mary Ann Wright, Employment Office, Mon. - Fri. between 1-3 P.M.

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DENTAL ASSISTANT full or part time. Excellent opportunity for warm, friendly mature person, experience necessary. Reply to box 824, 31-1077

DENTAL ASSISTANT for progressive prevention oriented office, full time, experience only, good salary, benefits. Westland area 422-5560

DENTAL ASSISTANTS needed for Taylor and Livonia areas. Please call 563-5010

DENTAL ASSISTANT
Experienced, with knowledge of pedboard. W Bloomfield
569-2958

DENTAL ASSISTANT, experienced Afternoons and some Saturdays
J.B. ROBINSON
Call 533-3166

DENTAL ASSISTANT: Orthodontic Specialist, Farmington. 3½ days to start including Sat. morning. Dental experience desirable but not essential. Call between 8 & 10 AM only. 644-5690

DENTAL FINANCIAL CONSULTANT
Minimum 5 years dental assisting, proficient X-ray interpretation, ability to treatment plan, in depth knowledge of dental insurance to coordinate benefits with patient and make financial arrangements. Full time, salary open. Waterford Twp Call Joanne. 681-8100

DENTAL HYGIENIST, part time, experience necessary, work in friendly modern office Some evening hours required Livonia - Farmington area 474-8888

DENTAL HYGIENIST
Mondays & Tuesday Dearborn Hts
Start July 26th 565-0373

DENTAL HYGIENIST
Part Time
Detroit office
871-2842

DENTAL HYGIENIST to work 2-3 days an pleasant office, Plymouth-Canton Area 455-8844

DENTAL HYGIENIST,
Livonia Weekdays 8 AM-5PM, no evenings, starting July 1, 3½ days
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DENTAL RECEPTIONIST
Experienced. Full-time - for Belleville office Must have knowledge of pedboard, Pegboard & Billing procedures. Call 9-5PM. Mon - Fri. 697-4400

DENTAL RECEPTIONIST
Experienced in insurance and medical. Typing necessary. No Evenings or Sat Only experienced need apply. Call between 9 & 4. 335-6021

DENTAL RECEPTIONIST, full time, experienced only need apply. Wayne area 728-7100

DENTAL RECEPTIONIST
VERY LUCRATIVE POSITION
We need an aggressive, personable individual with a good understanding of general dentistry. Warren/Sterling area Experience a must. Very progressive office Excellent benefits. Reply to Box 608, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

DENTAL RECEPTIONIST
Full time position available. Experienced in dental assisting or front desk Knowledge of insurance Waterford Twp Call Joanne 681-8100

DENTAL TECHNICIAN
Experienced Full time, Farmington area Southfield area Call Plasturm 357-1820

DENTAL TECHNICIAN We need an experienced waxer. Excellent pay, full benefits. All inquiries kept confidential Call after 4 pm. 626-8319

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FORMING ADULT Sitter, Companion Service Need qualified mature person to care for Elderly or Handicapped Home, P.O. Box 20874, Redford, Michigan 48239.

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Needed- Southfield Heights area Experience necessary, flexible hours Call between 9am-6pm 977-7030

LPN - Afternoons, 3-11 PM or Midnights, 11-7 PM, good wages, benefits in pleasant setting, Winhoy Well Manor, 520 W. Main St., Northville

502 Help Wanted Dental-Medical

LPN, immediate opening. Permanent part time. 7am-3pm shift plus vacation relief 7am-3pm. Small, basic nursing home in Canton. 459-7060

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LPN'S - RN'S needed part time for day & afternoon shifts in our small basic care nursing home in Livonia. Call 464-8015

MEDICAL ASSISTANT
Part time for Northland internist
Experience preferred
Call 9am-5pm 569-0799

MEDICAL ASSISTANT for busy Ophthalmologist's office, full time, Southfield Send resume to Box 546, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Front desk mainly. Pegboard and insurance billing All benefits Southfield area. 647-7272

MEDICAL ASSISTANT
Oakland County. Must have medical office working experience in acupuncture, injections, x-rays, EKG. Please send resume to Box 508, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT for multi specialty office Must have experience with X-Ray, injections, vena-puncture, and insurance billing Mrs. Rosin 476-5290

MEDICAL RECEPTIONIST - Assistant Good pay, benefits. Plymouth, Canton area. Experienced and must type. Full time, 4½ to 5½ days weekly. Send resume to Box 592, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST - Pleasant office in Bloomfield/Pontiac area Looking for congenial, well-organized individual for billing and medical typing. Send resumes with references to Box 504, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST, full time with experience in Insurance and Peg board. Typing necessary All benefits, Southfield area. 559-8855

MEDICAL TECHNOLOGIST
We are currently seeking an on-call Medical Technologist to work 2 weekends a month at our small suburban hospital. Selected applicant must be able to rotate in all areas including Blood Bank. For more information, please call 523-6685
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28303 Joy Rd., Westland
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST - part time, Southfield, cardiologist's office. 70 WPM, must be familiar with medical terminology, Call Bonnie 352-5030

MEDICAL TRANSCRIPTIONIST
work in your home Must be experienced working with OP, DS, HP. Call Mon thru Fri, 11am-3pm. 569-8558

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If you have experience transportation, truly enjoy caring for the elderly and are available on an 'On Call' basis we invite you to join our team.

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Call us for location nearest you
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NURSE AIDE
2 years of experience. Trenton area. Private duty. Full time days. 835-9490

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AFTERNOON POSITIONS
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Convalescent Center
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352-7390

OPTHALMOLOGIC medical assistant, full time, experience preferred Southfield area. Send resume box 464 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC ASSISTANT and Receptionist/Secretary. Experience preferred Career opportunity including retirement benefits. Full time or part time. Professional environment in downtown Farmington. 474-5125

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Immediate openings, full time/part time. Michigan License required. Partnership alternatives available (I qualify). $100,000 to start Full benefits Dearborn Area Call
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477-1-865 1
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PODIATRIST OFFICE needs office manager, receptionist, bookkeeper, medical assistant typist. Resume required. 540-1242 569-1395

PODIATRY OFFICE in Westland seeks an Experienced Enthusiastic and self-motivated person for full time position, Benefits, salary commensurate Send and be experienced in Medical Assisting. Send resume to P.O. Box 97, Westland, MI 48185

502 Help Wanted Dental-Medical

RECEPTIONIST - 2 days week for Birmingham internist. Mature, reliable. Call 646-7239

REGISTERED NURSES
American Red Cross Blood Services. Hours variable. Must have car. Work assignments - Wayne, Oakland & Washtenaw Counties. Please contact office of Personnel, American Red Cross, P. O. Box 351, Detroit, Michigan 48232 or phone. 494-3735
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RN ASST DIRECTOR of NURSING - Challenging Nursing position. Excellent salary. Full benefits. Apply at Dorwin Convalescent Center, Livonia, one block So. of 8 Mile on Middlebelt. 476-6550

RN. Lamaze Instructor, part time, OB/GYN office in Farmington Hills. 553-2870

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Full time Afternoons.
For nursing home in Farmington Hills. Contact
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RN or LPN
Full time for 3pm - 11pm shift.
RN to start - $8.75
LPN to start - $7.25
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We are looking for someone with a love and understanding of the elderly to work full time and part time. We want a mature individual. If you have been away from nursing for sometime, this could be a fine opportunity to get back into nursing within the pressures of a hospital setting. Phone for appointment. 349-2300
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Full and part time. PM Shift.
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Don't say no! Come tour our facility and talk with our residents and staff. We want your skills and services

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Permanent part time position Mon. thru Thurs. 3:30-8:30PM, Birmingham clinic. Pegboard system, light typing 644-7077

ULTRA SOUND TECHNICIAN - Registered preferred, Experience in Obstetrics & Pelvic, Full or Part-time. Will consider graduates. Private practice Garden City. 425-8844

WANTED experienced medical assistant, hours and wages negotiable Send resume to H.S. Clemens, Box 2252, Livonia 48152.

WE ARE in need of a full time medical receptionist (Podiatrist) Some experience preferred Pleasant personality & warmth a must. Salary dependent upon skills and ability. Call between 8:30am-3:30am. Mon thru Fri. 537-0003

Apply between 8AM-11AM. Personnel office, City of Birmingham, 151 Martin St., Birmingham, Michigan.

An Equal Opportunity Employer

CLERK TYPIST
For property management firm in W Bloomfield. Minimum 5 years general office experience required Background in Accounts Receivable and Payable and light secretarial duties required. Reply to P.O. Box 5335, W. Bloomfield, 48033.

CLERK-TYPIST, Part-time
Regular part time position for the City of Birmingham's Finance Department. 16 hours, 20 hours per week. Duties include typing, filing, record keeping, and various general duties. Type minimum 45 wpm. Prior experience in general office routine.

Full benefit package Starting rate of $5.78 per hour.

Apply between 8AM-11AM. Personnel office, City of Birmingham, 151 Martin St., Birmingham, Michigan.

An Equal Opportunity Employer

GENERAL OFFICE, must have car, James Couzens - 7 Mile area. Call Becky after 12 noon 542-1221

GENERAL OFFICE - Must have knowledge of office procedures, computers, bookkeeping and managerial skills. Birmingham area Call, 645-9252

Secretary
SENIOR
SECRETARY
We're an internationally recognized leading manufacturer/distributor of quality automotive products with an outstanding opportunity in our Southfield office. As Senior Secretary to our Sales Manager and Sales Promotion Manager, you will be responsible for scheduling appointments, coordinating expense reports and coordinating travel arrangements. In addition, you must have a minimum of 3-5 years office experience along with 60 wpm typing and 80 wpm shorthand skills. Knowledge of German would be helpful but is not required. For immediate confidential consideration, please send your resume to:
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Southfield, MI 48034
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SECRETARY-TYPIST - for Southfield CPA firm. Must have good statistical typing skills. Salary open. Reply to: Box 614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE Assistant with shorthand needed for pressure Troy area temporary job. $7 hour. Call Temporary Specialists 354-2810

ADMINISTRATIVE ASSISTANT - full charge bookkeeper, job costs accountant, excellent typing & some experience. Prestigious Southfield firm, benefits. $15,000, fee paid.
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For career start in top firm offering spot in VP suite. Shorthand or dictaperience a must. Fee Paid.
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TROY 585-5595
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BOOKKEEPER, experienced through financial statements for CPA firm. Salary negotiable 645-6072

BOOKKEEPER - full charge with 6 to 8 persons in payables, general ledger and accruals required by Southfield Real Estate developer. Immediate opening. Call Beachum & Roeser. 352-3550

BOOKKEEPER - General ledger, knowledge of payroll & sales taxes. Accounting firm, Paul Gaubis, Schmidt & Co. CPA's, 950 American Center, Southfield, Mich. 48034

BOOKKEEPER Growing insurance office in southfield needs a full charge bookkeeper with knowledge of Accounts payable & office management experience. Good public relations skills a must. Reference required. Competitive benefit package. Salary commensurate with experience. Send resume to 8717 Buffalo Dr. Union Lake, Mich. 48085

BOOKKEEPER - Part time. With computer knowledge for dental office. Plymouth location. 455-3500

BOOKKEEPER
PART TIME
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Mature individual needed as part time bookkeeper. Daytime jrs. (20-25 hrs. week). Must be high school grad, possess strong figure aptitude & be detailed oriented. Attractive hourly salary, employee discount. Apply in person
J.B. ROBINSON
JEWELRY, INC
Equal Opportunity Employer M/F

BOOKKEEPER-RECEPTIONIST
Experienced. Westland area. Call Alex Brady for an appointment.
422-3440

BOOKKEEPER/SECRETARY
For sales office of Livonia industrial distributor. Position requires experienced bookkeeper with good typing skills. Successful applicant must be highly organized & efficient & able to work under pressure. Apply with resume between 9am-4pm
Compair Tools & Control, Inc.
11835 Brookfield
Livonia, Mich.
427-1550

BOOKKEEPER. Southfield medical clinic needs part time, full line bookkeeper to help balance. Call Mrs. Schulman 569-5142, ext. 217

BOOKKEEPING ASSISTANT, part time, approx. 20 hours per week, bookkeeping knowledge required, Southfield location. Call Cathy for an appointment 646-0105

CLERK DISPATCHER - City of Garden City is currently accepting applications for the position of Clerk Dispatcher in the Police Dept. Applicants must be Garden City resident and have high school diploma or equivalent. $4.55 per hr. Interested parties should make applications at City Hall, 6000 Middlebelt Rd. Garden City, Mi between 8:30-5pm daily Mon. thru Fri. Applications will be accepted until June 4, 1982. City of Garden City is an equal opportunity employer Male/female

CLERK/MACHINE OPERATOR
Full time position in Finance Department of City of Birmingham 5 days, 40 hours per week. Duties include water & rubbish collection billings.

Requires good clerical and office skills and must demonstrate ability to work with figures accurately.

Full benefit package Starting rate of $5.78 per hour.

Apply between 8AM-11AM. Personnel office, City of Birmingham, 151 Martin St., Birmingham, Michigan.

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504 Help Wanted Office-Clerical

ACCOUNTING CLERK

Responsible for data entry of cash receipts. Must have one year experience with computerized accounting system for full time. Hours are 1PM-9PM. Call Janet at 399-9800.
Master Lease Corp.
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INTERESTED APPLICANTS MUST BE ABLE TO WORK SHIFTS AND WEEKENDS.
Uniforms are provided, attractive salaries, excellent benefits.
Apply in person Monday thru Friday, from 9 AM to 4 PM.
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THE HERTZ CORP.
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Equal Opportunity Employer M/F

SALES ORDER DESK - Troy distributor has opening for an experienced sales order desk professional, good mechanical aptitude a prerequisite. full time - permanent position. Send reply stating education, experience & salary history to Box 600 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL ASSISTANT - EXPERIENCED in all office procedures. Part time, flexible hours. Farmington Hills area. Send resume to Peter Blum Industrial Sales, 29214 Orchard Lake Rd. Farmington Hills, MI 48018.

SECRETARIAL position offered. Part time, potential full time. Must require shorthand, typing, good with numbers. Farmington Hills 553-2810

SECRETARY ASSISTANT to business manager. Experienced, qualified Must have minimum 3 years college plus 5 years work experience. Diversified skills. Highly dependable & responsible. Must have references. Females area Call 545-5005

SECRETARY
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504 Help Wanted Office-Clerical

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Major firm seeks degreed professional with minimum 3 yrs. experience in manufacturing or fabricating cost details. Successful applicants must be familiar with both manual & computerized systems & have some production and inventory control background. Salary $16,000 to $18,000. Fee paid. Call Sheri Hill for personal interview.
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PERSONNEL 355-5526

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DESK RECEPTIONIST needed for recreational club Must have excellent phone manner, be friendly & outgoing. Will be responsible for cash drawer, scheduling of events & handling busy phones Send resume to box 628, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - good skills required. Life Insurance experience helpful. Mail Resume
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Bloomfield Hills
642-9650
3233 Woodward Ave.
(S. of 12 Mile - Berkley Square)
Berkley
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569-8460
HOURS: 8:30 am to 10 PM
FEES EMPLOYER PAID

FARMINGTON Hills law firm looking for full time experienced Legal Secretary. Pay commensurate with ability. 626-2440

GENERAL OFFICE - part time Livonia office seeks typist, receptionist for sales department. Approximately 5 hours daily. Reply to box 525 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE-FULL TIME
Livonia office seeks Receptionist/secretary with shorthand & clerical skills for various office duties, average typing, record keeping & telephone answering. Reply to Box 622 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL TYPIST with recent bookkeeping experience needed immediately for Southfield law office located at Northland Center. Typing 65 WPM, very busy office. Apply in person at 21100 Northwestern Hwy., Suite 660 559-8600

LANIER No Problem Word Processor needed for temporary job in Southfield, 3-28 & 6-1. 87 hour. Call Temporary Specialists 354-2810

LATHRUP VILLAGE Health Center needs front desk person includes insurance billing, scheduling, telephone, etc. $4 per hour. Part-time, evenings, Summer. Full-time spring. Call Fay Reply to Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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An opening will be available around July 1 for an individual with these qualifications: Aptitude for figures, some typing and shorthand skills, very pleasant personality and maturity in judgement. This is a full time position. Excellent salary and benefits. Interviews by appointment only. Candidates must furnish a resume. 645-7193
Call personnel....645-7193
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FIFTH
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504 Help Wanted Office-Clerical

Legal Secretaries
Available positions include legal secretarial, para-legal, law office management, both temporary & permanent, for experienced legal personnel in the Wayne, Oakland & Macomb County areas. If you are qualified, call Ann or Candace Ahler.
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LEGAL SECRETARY
Prominent Birmingham Law firm in Bingham Farms Center desires experienced Legal Secretary with excellent typing skills. Salary commensurate with experience 644-4433

LEGAL SECRETARY
Must have collection experience, excellent Southfield location. Start immediately. 358-4145 Mrs Jackson 642-5592

LEGAL SECRETARY - part time, experience necessary, word processing experience preferred, minimum 3 years experience. 1-75 - Big Beaver. Call for interview 644-4433

LEGAL SECRETARY for law firm in Birmingham with experience in general practice. Must have excellent typing skills, no shorthand necessary. Call Mrs Jackson 642-5592

LEGAL SECRETARY
For Southfield firm. General practice, experience essential. Shorthand required. Salary commensurate with experience. Ask for Marcia

LEGAL SECRETARY for corporate & tax law firm in Southfield. Position offers personal for advancement. Excellent typing skills required, willing to train on Word Processing equipment. Experience in general clerical duties necessary. Contact Marie 358-0750

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Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY
Experienced - for large Troy law firm. Shorthand required. Excellent salary & benefits. Call Barbara 643-9400

LEGAL SECRETARY PART TIME
To work evenings Flexible hours. Southfield law firm Legal experience required. Excellent salary. 353-7550

LEGAL SECRETARY. Rare opportunity, Birmingham lawyer will trail an sensible, educated woman in law & practice. Legal & pre-law education or experience. Nice environment, immediate 645-0750

LEGAL SECRETARY Troy firm needs secretary with liability insurance. Will train person who has equivalent aptitude. Must be proficient with dictaphone & type. Call Bernice 362-4000

LEGAL - WORD PROCESSING
Must have good legal background. Will train on word processor. Full time position. Southfield law firm. Call 552-1000

LIVONIA CPA Firm desires an experienced & mature individual. Statistical typing & bookkeeping experience a necessity. 421-2330

LOOKING for career minded mature person for prestigious 1 man life insurance agency in Bloomfield Hills. Strong secretarial skills essential. Full & part time available. Experience & references required. Call Mon thru Thurs. 855-6442 Fri. only 647-1111

MFG. REP. looking for person to write & process orders. Experience helpful. Will train. Salary + benefits. W. Bloomfield area. Ask for Liz or Sue. after 10AM. 557-7929

OFFICE MANAGER
With BA Degree in Accounting or equivalent. Supervisory experience required in all accounting functions. Experience in word processing and computer processing desirable. Excellent opportunity to grow with expanding law firm. Submit resume including references to Susan at Simpson, Moran & Burrell, 555 S. Woodward, Fifth Floor North, Birmingham, Mi 48011

PART TIME BOOKKEEPER needed for Bloomfield Hills law firm Send resume to Mrs. D. Goldberry 5589 Hunt Club Ct, Washington, MI 48091.

504 Help Wanted Office-Clerical

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National insurance firm with offices in Southfield seeks an experienced person with high figure aptitude for payroll & personnel dept.
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QUALIFIED Legal secretary for Birmingham attorney, experienced in real property & corporate business helpful. Dictaphone & excellent typing skills necessary. Good speller & shorthand needed. Salary & benefit package, flexible hours. For appointment call:
Lily Ann 548-7037 After 5pm 642-9106

REAL ESTATE Closing Secretary for agency in Troy. Starting salary $10,000-$15,000 per year depending on experience. Call between 2-30-5 879-8209

RECEPTIONIST/TYPIST for Law Firm. 60 WPM Dictaphone. Must have excellent phone manner. 559-3830

RECEPTIONIST/TYPIST- Pleasant phone voice. Knowledge of 10 key calculator. Southfield location. Contact Janie 569-3333

RECEPTIONIST/TYPIST
Manufacturing Co. in Livonia is looking for Sharp, Career-minded individual. Opportunity to advance to Inside Sales. Good telephone & typing skills - A Must. Call Nancy, 261-7340

SECRETARY/General office manager. Small company seeks experienced secretary, excellent typing & office skills, some bookkeeping, good phone personality, some phone canvassing. Send resumes to Box 630, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
If you thrive on working independently in a pleasant environment, here's your opportunity to become a vital participant in our Troy, Michigan sales office. You will report directly to a Sales Manager responsible for marketing our high quality name brand products

Position requires at least 2 years secretarial experience, good typing, good stenographic skill and a cheerful, efficient telephone manner. Ability to carry out duties with minimum of supervision a necessary asset.

Excellent salary and benefits package

Send details of your background and salary requirement to

BOX 576
Observer & Eccentric Newspaper
36251 Schoolcraft
Livonia, Mi. 48150

Equal Opportunity Employer M-F

SECRETARY
Insurance Trainee
Good skills get you into this well established suburban company. Benefits and room for advancement. Hurry! Don't miss this! Call Jenny.
SNELLING & SNELLING
Southfield 353-2090

SECRETARY - LEGAL
Tax Corporate attorney seeks Secretary with excellent typing skills and pleasant disposition. Salary commensurate with experience. Troy 643-9400

SECRETARY - Seal Bloomfield Hills CPA firm is looking for a Secretary-Receptionist. We are looking for an active type typist, preferably with some word processing experience. CPA experience a plus. Please send your resume to: Hagar & Co, 4190 Telegraph, Bloomfield Hills, MI 48013

SECRETARY
Must take shorthand and have excellent typing speed and spelling ability. Opportunity to grow with new company. Call Mr. Swartz 559-5500

SECRETARY needed for general office work in Kresge Harbor area. Salary $125 per week. Call 681-6430

SECRETARY
OFFICE MANAGER
DUTIES include payroll, accounts payable, administration of employee insurance programs and general office responsibilities. Good typing skills, shorthand or dictaphone preferred and pleasant telephone manner required. Please submit resume to
Temperform Corp.
P.O. Box 187, Novi, Mi 48050

SECRETARY - PART TIME
Monday, Wednesday, Friday. 9 AM to 5 PM. Good typist. Troy area For interview call 689-5244

SECRETARY - part time, flexible hours for law office. Legal experience not necessary. Spanish speaking preferred but not necessary. 358-4104

SECRETARY, RECEPTIONIST - for small Southfield company - must have pleasant phone manner, good typing skills. Bookkeeping or legal clerical experience preferred, excellent salary. 644-1272

SECRETARY, RECEPTIONIST
Reliable, personable, take-charge individual to answer telephones, file, execute type and file for management office of large Southfield office building. Accurate typing and filing a must, dictaphone experience helpful but not required. $125 per hour plus benefits. Start. Call 559-0068

SECRETARY wanted for builder's office in Southfield. Shorthand a must. Must have experience & references. 557-0173

SECRETARY with dictaphone experience & excellent skills needed in West Bloomfield. Must be detail oriented & able to think & act on your own. Lots of potential, including some management duties. Salary negotiable. Send resume to box 658, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY. Part time position available in our Birmingham office. The applicant selected must be accurate with figures and perform general office duties. Please call Tom between 1-3pm or 6-8pm. & Wed. between 10am-2pm. Ask for Linda Scott. 645-9944

THREE YEAR H & R Block experience or equivalent- doing more complex type of return. Mon thru Fri 9AM-6PM. Salary commensurate with ability. Birmingham CPA firm, ask for Mary Lou or Joan 645-1011

TYPIST - accurate 60 WPM, experience must be recent, job is for 10 weeks beginning June 7. Southfield area. Call between 9am - noon, Mrs Baker 569-2709

TYPIST, part time and full time, for Southfield firm. 50 wpm required. Hours flexible. Call Mon thru Fri. 9AM-4PM. 424-8770

504 Help Wanted Office-Clerical

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

BUS PERSONS
Full and part time positions available
Day and afternoon shifts
Apply in person only:
ORIGINAL
PANCAKE HOUSE
19355 W. 10 MILE RD.
(Between Southfield & Evergreen)

CASHIER CLERKS- Steady, full time, late afternoons. Apply in person between 4PM-6PM. Taza Deli, 29245 Northwestern Hwy. at 12 Mile (this is not just summer employment.

COOK-PIZZA MAN
Experienced Lunch business. A pleasant place to work. Apply 29210 W. 8 Mile, after 4 PM.

COOKS - now hiring, experienced only, prefer some breakfast background, apply in person: Lazy Lion Restaurant, 3235 Orchard Lake, W. Bloomfield

COOKS
Richard & Friars is looking for Experienced Cooks Full & Part-time available. Quiche, Crossiants, Salads, Sandwiches & Prep For details & appointment, call 646-9122

DELIVERY HELP WANTED
Part time, 18 or older with own car. Apply in person Mon-Fri, 18 Mile & Dequindre. Troy, after 4pm

DINING ROOM MANAGER
Nights, full time, good working conditions. Apply in person: Canton Big Boy, 45250 Ford Rd

FAST FOOD Help needed- Full & part time for different shifts. Apply in person after 4PM-9PM. Pizza Deli, 29145 Northwestern Hwy. at 12 Mile (this is not just summer employment.

HARDEES NEEDS now, accepting applications for day or closing positions
Apply 23565 W. 8 Mile

HOSTESS
Excellent part time shifts now available Must have neat appearance. Call Dick Blakeney for appointment only.
BLakeney's Ranch House
28333 Grand River, Farmington
477-3341

HOSTESS/HOST
Permanent full time position available and part time permanent & summer positions available. Apply in person only
ORIGINAL
PANCAKE HOUSE
19355 W. 10 MILE RD.
(Between Southfield & Evergreen)

MANAGERS ASSISTANT Managers Seeking poised and personable front of a plus. Please send your resume to experience and know-how. Apply in person, Lazy Lion Restaurant, 3235 Orchard Lake Rd. W. Bloomfield 858-8840

MATURE PERSON FOR night Cashier, steady, full time. Apply in person between 4PM-5PM. Pizza Deli, 29145 Northwestern Hwy. at 12 Mile

PIZZA RESTAURANT - 14655 Middlebelt, bartender wanted, apply in person, see Jerry

- NIGHT COOK -
Part-time. Experienced Only! Downtown Detroit. Call between 2-5PM.
559-3273

NIGHT HOSTESS HOST - full time Apply in person Northville Charley's 41125 W. 7 Mile, Northville. 349-5220

OPENING FOR THE
FOLLOWING POSITIONS:
Night Hostess host, dining room supervisor, banquet waiter, waitresses, salad person, night cook, couple for janitorial day cleanup Experience required
Applications accepted from 4-7PM at:
SOUTHFIELD MANOR
21426 Telegraph Rd.
just past 10 Mile, N. of Raleigh House.

SHORT ORDER COOK
Some experience required. Apply Monday thru Friday 28992 Orchard Lake Rd., Farmington Hills.

WAITRESSES/WAITERS
Full and part time positions available
Hours must be flexible
Apply in person only:
ORIGINAL
PANCAKE HOUSE
19355 W. 10 MILE RD.
(Between Southfield & Evergreen)

WAITRESS, male or female, experienced, for lunches & evenings. Apply after 3pm only: Adams Townhouse, 30843 Plymouth Rd. Livonia

WAITRESS-WAIT