# Employment

## 502 Help Wanted Dental-Medical

DENTAL ASSISTANT- New modern office in Livonia, position is in a hand dentistry, X-rays & insurance. Pegboard helpful. Enthusiastic & pleasant personality. 476-4300

DENTAL HYGIENIST
Full time or part time for progressive preventative Livonia office. 525-1200

DENTAL LAB ASSISTANT
for Dearborn Dental office. Excellent benefits including pension and profit sharing. Salary commensurate with experience. 563-5507

DENTAL OFFICE MANAGER
Mature, energetic, well organized person for modern 2 doctor office. Dental experience necessary. Garden City/Westland. 425-9130

DENTAL RECEPTIONIST Assistant. Excellent opportunity for a congenial multi staff office in plymouth. Experience preferred. Diversified duties in a pleasant work environment. Salary commensurate with ability. Call 453-8550

DENTAL RECEPTIONIST
Full time Plymouth office
Must have 3 years experience
Call: 552-5440

DENTAL RECEPTIONIST/Assistant needed for growing Plymouth practice, must be experienced in bookkeeping, scheduling, insurance & 4 handed dentistry. Only mature, experienced individuals need apply. Call Tues or Wed only 459-2400

DENTAL RECEPTIONIST
Part Time. Experience necessary in pegboard, ledger, insurance, billing & telephone. Send resume to Box 842 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPANDING Medical equipment company looking for responsible inside person to sell wheel chairs & other hospital equipment. Full time position. Medical background desirable. For appointment, call Sue or Arlene 564-0073

EXPERIENCED DENTAL ASST
for Birmingham/Specialty practice - Excellent benefits. Salary open. 647-7220

EXPERIENCED DENTAL Assistant for Farmington Hills office. Call 553-4660

EXPERIENCED medical assistant, for multi specialty office. EKG, V.P., injections, X ray, receptionist duties. Flexible hours. Call Mrs Houch 476-2290

EXPERIENCED MEDICAL Assistant for doctors office in Garden City. Typing skills & medical knowledge helpful. Salary negotiable. 937-1924

EXPERIENCED RECEPTIONIST for Medical Center, from 11 30AM till 8PM. Livonia area 591-0410

FRONT DESK person for 3 dentist practice in Livonia, dental experience a must! Insurance knowledge helpful 478-2112

FULL TIME RN Or LPN
for afternoon & midnight shift. RN to start (Afternoons) - $ 25 per hour. LPN to start (afternoons) - $7 25. RN to start (midnights) - $8 875. LPN to start midnights - $7 375. Apply at
Darwin Convalescent Center, 1 block so of 8 mile on Middlebelt - 476-0550

LAB TECHNICIAN
Experienced Doctors office 4 day week Royal Oak area. Salary negotiable. 543-1720

LPN - Full or part time, day shift
Apply The Arnold Home, 19520 W. 7 Mile, 8am to 4 pm. Mon thru Fri 531-4001, Ext. 38

MATURE Dental Assistant experienced in chairside, for full time, excellent benefits. W. Bloomfield area 661-4000

MATURE DENTAL
Receptionist-Secretary for busy Livonia office. Full time. Monday - Friday. Previous experience preferred. Apply 9-5 Mon-Fri. 646-1662

MEDICAL ASSISTANT - Must be experienced in x-ray, EKG, venapuncture injections. Southfield Area. Call Leanne Mon -Fri. 9-5. 357-0703

MEDICAL ASSISTANT. Experienced Telegraph & Key Pad Typist. 3-4 days per week Some knowledge of EKG, V.C.-Hay, Lab (CBC's, differential & culture) 561-4540

MEDICAL ASST
Mon & Wed 4pm - 8pm , Tues & Fri, 10am - 12 noon Insurance & typing experience helpful Will train right person References required Call Pat 544-1103

MEDICAL ASST
wanted for prestigious Internal Medicine office Must be poised, mature & responsible with experience in front office & billing procedures Submit resume to PO Box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST-Secretary for Ophthalmologist office. Southfield Experience in medical insurance billing & transcription desirable Typing ability essential 424-8050

MEDICAL SECRETARY, part time, for ophthalmologist office Experience preferred. Livonia area 427-7420

MEDICAL secretary receptionist, experienced for busy Internal Medicine office, full or part time Resume to Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Work in your home. Must be experienced working with OP, DS, HP, Call Mon. thru Fri. 11 to 3.
477-8400

MEDICAL TRANSCRIPTIONISTS
Above average? Want what your worth? Unique opportunities available with new company. Southfield: 11 Mile. Full & part time 569-5317

## 502 Help Wanted Dental-Medical

NUCLEAR MEDICINE TECHNICIAN
For Clinic in Garden City.
Must be experienced. Part time.
Phone, Linda, 421-6030

NURSES
Considering Pool nursing? Then be informed ask about a new booklet developed just for nurses... considering
PRO CARE ONE, INC
569-4400

NURSES
FULL & PART TIME
DAYS & AFTERNOON POSITIONS
PART TIME MIDNIGHTS
Patient responsibility 30-37
NEW WAGE SCALE
Franklin Manor
Convalescent Center
26900 Franklin Rd., Southfield
352-7390

NURSING AIDES
for Midnight Shift. Work at the finest nursing home in Oakland County. Experienced need only apply. Accepting applications through July 19. Apply in person Mon. thru Fri., 9am-2pm.
Farmington Nursing Home, 30405 Folsom, Farmington Hills. No phone inquiries please!

NURSING ASSISTANTS
Male and female. Openings on all 3 shifts. Experienced only need apply. Must have proof of high school graduation. Applicants will be interviewed Friday, July 16 from 10 AM to 2 PM only.
Georgian Bloomfield
2975 Adams Rd.
Bloomfield Hills

Nursing Supervision
Georgian Bloomfield, Michigan's foremost extended care facility, is now accepting applications for the following positions.
RN Afternoon Supervisor
RN Afternoon & Midnight Relief Supervisor
Excellent pay and fringe benefits. For personal interview, please call,
Mrs. G. Tokarski, Director of Nurses.
645-2900

OAKLAND DIAGNOSTIC
is seeking Board eligible or Radiologic Technologist to work in a mobile, portable radiology department. Very good benefits available. Call 353-7500

OFFICE MANAGER, mature individual for Orthodontic practice. Experience in dental related office necessary. Full time, area evening and Saturdays. Typing ability mandatory. Resume required 879-4200

OPTHALMIC medical assistant, experience preferred. Some knowledge of pegboard, insurance & typing helpful. 476-0571

RECEPTIONIST/SECRETARY
for oral surgery office, Livonia. Call 9am-12 Noon. 477-2330

RECEPTIONIST for Dermatologist. Insurance & typing. 4 days plus Sat. AM. Resume Att. Mrs Cook, 555 S. Woodward, Suite 549, Birmingham, MI 48011

RECEPTIONIST/Secretary. Southfield mental health clinic. Experience necessary. Call 9AM-Noon Monday through Friday 353-0077

RECEPTIONIST for progressive Farmington Hills orthodontic office. Minimum 6 mos. experience, good typist, excellent salary & benefits. 559-5110

RECEPTIONIST
ASSISTANT
Farmington Dental office
Excellent hours, salary, benefits
Please reply by letter to Box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED OCCUPATIONAL THERAPIST - full time for skilled nursing home, responsibilities to individual diversional activities. Hendry Convalescent Center, 105 Haggerty Plymouth. 455-6510

REGISTERED Physical Therapist for busy out patient clinic, specializing in orthopedic & sports medicine. Please send resume & requested salary to box #924 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN ASSISTANT DIRECTOR
OF NURSING
Challenging Nursing position. Salary $17,500 to $19,500. Full benefits. Darwin Convalescent Center, Livonia, on block So. of 8 Mile on Middlebelt 476-0550

RN - Full or part time, night shift.
Apply, The Arnold Home, 19520 W. 7 Mile, Mon thru Fri 8am to 4 pm.
531-4001, Ext. 38

RN
Needed for full time, midnight position on 18 bed alcoholism unit. Call 338-7144 Monday thru Friday, 9-3pm

WOODSIDE MEDICAL.
845 WOODWARD
PONTIAC, MICH.

RN or LPN, full time for day and afternoon shift. Small basic nursing facility. Please apply in person at Bedford Villa, 16240 W. 12 Mile, Southfield

RN OR LPN
Part time MIDNIGHTS and full time afternoons in this modern nursing home. Good salary & benefits. Hospitalization. Come in and see Mrs. Ferguson at Nightingale West, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

## 502 Help Wanted Dental-Medical

RN-LPN
Full time, afternoon shift, Livonia area. 522-0970

RN - LPN
Seeking experienced Charge Nurses for afternoon shift. Full or part time. Great benefits. Call Ms. Heaton at 728-6100

RNS and LPNS
A distinguished, beautifully appointed nursing facility is now accepting applications for RNs and LPNs to work the afternoon and midnight shifts. Only qualified and dedicated nurses need apply. For personal interview, please call, Mrs. G. Tokarski, Director of Nursing.
645-2900

RN'S AND LPN'S
PART-TIME
16 to 24 hours weekly,
Afternoons, 3 PM to 11 PM
JEWISH HOME FOR AGED
BORMAN HALL
19100 W. 7 Mile Rd., Detroit
Call Betty Kemnitz, RN
532-7112

RNs
LPNs
Apply in person
MEDICO'S RECOVERY
CARE CENTER
22355 W. 8 Mile Rd.
3 biks W. of Lahser

RNs or LPNs
Full & Part Time, All Shifts
Nursing Home In Farmington
Area. Contact Mrs. Rich,
Director of Nursing.
476-8300

RNs or LPNs
Immediate openings for caring, innovative individuals at progressive nursing center in Westland.
Flexible Scheduling
Comparable Benefits
Clean, Pleasant Surroundings.
Don't say no! Come tour our facilities and talk with our residents and staff. We want your skills and services.
K. Fulkerson, Director of Nursing.
261-9500

R.N.'S & L.P.N.'S
POOL NURSING
Do you have free time & would like to make some extra cash? Our nursing home is developing an internal pool designed to meet your needs & our quality standards. Come explore the possibilities.
Fairlane Memorial
Mrs Forker, R.N. 273-6850

R.N.'S
SPECIAL
PROJECT
$100+
PER SHIFT
TEMPORARY
HEALTH CARE SERVICES
835-5400

SUPERVISOR
Full time. Clerical area in medical clinic. Require experience in insurance & supervision. Send resume to Box 840 Medical Center, 25310 Grand River, Detroit, MI 48240

## 504 Help Wanted Office-Clerical

ACCENT
On ability & clerical skill. Area employer needs detail oriented typist for client contact and follow through. FEE PAID.
562-8900 649-4144
HARRIET SORGE
PERSONNEL
ACCOUNTS PAYABLE SUPERVISOR
Our Detroit Hospital is seeking an individual to be responsible for the operation of its Accounts Payable Section at Livonia. Experience Replacement for 3 months beginning in Sept. Must have 5 or more years mechanized Accounts Payable experience as well as Supervisory experience. A High degree of typing & calculator skills are a Must. Salary commensurate with experience offered. Send detailed resume & salary history in confidence, to: Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Experienced Farmington area. Send resume to Box 944 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCURATE TYPIST, minimum 40 WPM, for entry level clerical position. Southfield area. Good benefits. Call Kathy Hartman at 353-3000

ACCOUNTS RECEIVABLE CLERK
Must be experienced in the application of funds and able to handle a high volume of data required in the reconciliation of customer accounts.
R S Electronics, 34443 Schoolcraft, Livonia. Call:
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5585
TAYLOR 285-1860

ADMINISTRATIVE ASSISTANT
Should possess excellent secretarial skills coupled with non-profit bookkeeping experience and/or small business management education or experience. Duties will range from files maintenance to annual report writing with emphasis placed on details. Full-full background will include payroll & ledger preparation, human services work & proven ability to work independently. Submit application with resume to R. Fedder, Dept. 310 N. Main, Suite 204, Plymouth, Mi 48170.
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

AD AGENCY has super job for that rare Secretary who is bright, personable, with excellent typing skills. Media or Ad Agency experience helpful.
Call 354-7400, Ext. 281.

ADMINISTRATIVE SUPERVISOR
Minimum of 3 years supervisory experienced required, real estate and/or accounting background helpful. To supervise daily operation of clerical staff of 9. For consideration, please submit resume complete with salary history to Box #928, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A GREAT
OPPORTUNITY
Southfield professional firm is seeking a Secretary for one of its partners. Must have excellent secretarial skills and experience. Data processing exposure helpful. Congenial atmosphere, excellent salary and benefits. If interested, send resume to Mr. York, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

Are You An
Experienced
SECRETARY
SR. TYPIST
WORD PROCESSOR
We have long & short term assignments close to your home. Call now.
SOUTHFIELD 569-3500
LIVONIA 525-0330
DEARBORN 565-8060

WITT
SERVICES
The Temporary Help People
A SUB-CONTRACTOR located in N.W. Detroit needs experienced full time Accounts Payable clerk with secretarial skills, typing, dictation, filing, and computer input. Send resume to box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

AUTOMOTIVE BILLER
Aggressive Chrysler Dealship is
Accepting applications for this position.
• High Volume
• Top Compensation
• Hospitalization, Dental & Life Participation
• 5 Day Work Week
• Oakland Equipment
Experience required.
Apply in Person
9 AM-1 PM
July 16, 19, & 20 only
Mr. Field
Lou LaRiche Chevrolet
40875 Plymouth Rd.
Plymouth, Mich.

BOOKKEEPER
Familiar with mini computers, able to follow thru trial balance. Farmington Hills Area. Call for appointment. 478-6066

BOOKKEEPER - Full charge for retail store in Bloomfield Hills. Send resume to Box 902, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - part time, 2 - 3 days a week. Insurance & typing experience. Insurance Agency, P.O. Box 291, Birmingham, MI 48012.

BOOKKEEPER
Part Time, 3 afternoons a week. Experience required. Troy location. Call Maureen, at 362-3333

BOOKKEEPER - position open immediately in Birmingham, please call Olive Mgr. 8.30-5.30 645-9220

BOOKKEEPER. Experienced. Evenings. Part time. Livonia area. Start immediately. Call Mr. Kangas 522-6003

Clerical
WE ARE looking for an individual with 1 - 2 years of office experience to assume a position in our World headquarters located in Southfield. This position requires a candidate with a pleasant telephone manner, an aptitude for figure work, good typing skills, and the ability to deal effectively with people. We offer a complete benefit package and competitive starting salary to the qualified candidate.
If interested, contact Diana Lennard.
FLORSHEIM SHOES
DIST. SERVICE CENTER
355-9300, ext. 6253

CLERK TYPIST - KEYPUNCH
Insurance Company located in Plymouth has temporary opening for a Clerk Typist with some Keypunch experience. Contact Mr. Love. 453-8500

COLLECTOR
Experience desired, but not required. Salary plus bonus. Southfield area
Call Mr. Ernst. 557-1430

DON'T BE DISCOURAGED
Work for a leader in its field. We are accepting applications for executive secretaries & typists (70-80 WPM). Word processing experience helpful.

## 504 Help Wanted Office-Clerical

EXECUTIVE
SECRETARY
TO THE PRESIDENT
Corporate office of a national firm located in Southfield will appreciate top skills and experience. $13,500 plus full benefit package. Hurry! Call Bernice!
SNELLING - SNELLING
SOUTHFIELD 353-2090

EXECUTIVE SECRETARY to President needed for West Bloomfield office. Pressure position requiring excellent typing skills, dictaphone experience and attention to detail. Extremely busy position involving some travel. Send resume to Box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - secretary, Bloomfield Hills, excellent typing, appearance & background, able to work with out supervision, benefits, $12,000, fee paid

WORD - processor, Birmingham, type 75 WPM, must know dictaphone, good phone voice for switchboard relief, benefits, $700, fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXPERIENCED General Office Help, full-time, for small Farmington Hills management Co. Typing skills a Must. Ability to deal with people. Start immediately. No "Paper Calls!" Resume to: 28386 Franklin Rd., Southfield, Mi. 48034

EXPERIENCED person with good typing skills & figure aptitude. Ability to work well with people & pleasant phone manner. Apply in person.
T.D. Shea Mfg., 640 Minnesota, Troy.

FILE CLERK/TYPIST
Full time for Southfield office. Must be able to type 35 WPM. Call Sandy: 353-5800

FULL TIME position for person with medical insurance background. Requires typing, filing & letter composition. Ideal for well organized, quick learner. For appointment, call Adelle at Rim 544-6072

INSURANCE SECRETARY, experienced in personal lines, coverage, for growing agency in Livonia. Call Gail. Good benefits. Near transportation. 547-2232

INSURANCE
Southfield Agency is looking for an individual with strong typing and knowledge of personal lines, ratings & coverages. Good secretarial & phone skills. Life, health, disability program provided. Contact Keith Fisher,
Marketing Manager
Bowles & Foster, Inc. 354-5810

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
SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send my resume.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
LEGAL
PERSONNEL
1750 Mapleleaf, Troy, Mi 48084
649-7416 649-0788
Eves & Weekends, 851-2068

LEGAL SECRETARY with litigation experience wanted for large Troy legal firm, excellent wages & benefits. Call John Moline, 619-3200

LEGAL SECRETARY for Downtown Detroit office, permanent part time position, good typing important, experience required. 961-3300

LEGAL SECRETARY with previous office experience desired for established Bloomfield Hills law firm. Excellent typing skills required. 644-4435

LEGAL SECRETARY
Experienced work compensation, negligence. Take-charge executive type. Southfield office. 355-1710

LEGAL SECRETARY - Southfield Law Firm - Legal experience required, with Litigation & Word Processing preferred. 353-7550

LEGAL SECRETARY
Interesting, challenging, career opportunity for experienced legal secretary with large Birmingham law firm. Excellent benefits & salary commensurate with experience. Call 645-5000, ext. 257.
An Equal Opportunity Employer

LEGAL SECRETARY
For Birmingham general practice firm. Good typing, shorthand and dictaphone skills. Prefer legal experience. Salary commensurate with experience and ability. For interview, please contact Judy at: 645-1003

LEGAL SECRETARY - Southfield firm seeking career oriented person with good telephone manner. Experienced in probate and estates preferred. Must be able to work well with co-workers, type 65-70WPM & use dictaphone. Salary commensurate with experience. Benefits. Call Warren R. Siegel 424-8384

LEGAL SECRETARY
WORD PROCESSOR
Corporate law firm in downtown Birmingham has a full time position open for a Legal Secretary during its afternoon shift. 1 year legal experience required. 1 year word processing preferred on I.B.M. Office System 6. Typing 70 w.p.m., no shorthand. Good benefits. Salary commensurate with experience. Please send resume to Simpson, Moran & Burnett, 555 So. Woodward, 5th Floor, North Birmingham, MI 48011; Attn: Nancy.

LEGAL
SECRETARIES
PERMANENT
TEMPORARY
Tremendous demand exists throughout the Tri-county area for Legal Secretaries seeking full time permanent positions or temporary assignments. Permanent positions are offering starting salaries between $12,000-$18,000. Temporary assignments offer a variable rate per day depending on experience. A number of exceptionally attractive positions are available to those with mag card or word processing experience. Telephone this week for details on these opportunities.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-3140
Renaissance Center 567-0161
Troy 649-3042

LEGAL SECRETARY, full time, experienced in civil litigation, PI, Neg., Div., B-K. 10 Mile - Evergreen area. 552-8737

NATIONAL manufacturer with modern offices in desirable Farmington Hills location needs versatile individual to handle variety of responsibilities in sales/scheduling departments. This position requires skills in typing, filing, posting and proof-reading with an excellent phone manner. Personal application required. 9 AM. - 4 PM. at Life Time Doors, 30500 Northwestern Hwy., Farmington Hills, near 13 Mile. No phone calls please!

## 504 Help Wanted Office-Clerical

MATURE PERSON, full or part time, for office work & customer communication. West Bloomfield area. Ask for Mr. House. 855-5777

OFFICE MANAGER, experienced, 35 to 45 years, familiar with all areas, good typist, attention to details a must. 12 Mile between Southfield & Greenfield. Resume & Salary to: P.O. Box 278, Lathrup Village, MI. 48076

OFFICE MANAGER
EXCELLENT OPPORTUNITY
with a growing Insurance Marketing firm. Position requires some typing with insurance background. Salary with Life, Health & Variable Annuities plus commissions and bonuses. Requirements include: Ambition, Managerial & Typing Skills along with basic Accounting Knowledge.
Mr. John Sirb
NORTH AMERICAN INSURANCE
559-2300

OFFICE TYPIST - accurate, with dictaphone experience, good phone manner in Southfield area. Call between 10-3pm 559-8500

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

ORDER PROCESSING Secretary Receptionist. Handle phones, light typing and filing. Part time position. Call for interview. 476-7380

PART TIME Secretary for sales office. Mon. Wed. and Fri. Experienced on Xerox 800 typewriter and dictaphone. Southfield. 354-2430

PART TIME SECRETARY needed, approximately 4 hours a day. Good typing, and accounting skills. Open immediately. 453-2504

PERSONAL
SECRETARY
If you can type, take shorthand and love meeting new people and seeing new places in the Detroit area, you may be the person we need. You will report to one member of top management and have constantly changing duties. Salary as well as medical, dental, life insurance and other benefits are offered. Send your resume and salary history in confidence to:
Dave Gray
Little Caesars Enterprises
2120 Haggerty Rd.
Farmington Hills, MI 48024
Equal Opportunity Employer M/F

PROFESSIONAL TYPIST
60WPM, part time, $4.00 per hour
Experienced
533-6846

REAL ESTATE SECRETARY
Take charge type person. Excellent typing and communications skills required. Must have real estate office experience. Redford-Livonia area. Call Julie at 261-2000

RECEPTIONIST/TYPIST
Excellent phone skills and typing ability required for small Farmington Hills contractor. Additional duties include: invoicing, mailing, deposits, shippers, check receipts. Salary & benefits commensurate with experience. Mail, resume to Box 888 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST NEEDED, poise & good speaking voice essential. Bloomfield Hills. 646-2400

RECEPTIONIST-TYPIST
Birmingham Property Management Company has immediate opening for individual with excellent phone skills and good typing skills. Bookkeeping helpful. Call Faith, between 9 & 11am. 645-3111

RECEPTIONIST/Timekeeper needed immediately. Some accounting preferred. Apply between 8AM-4:30PM at Greenfers for Industry, 31300 W. Pontiac Trail, 624-0200

RECEPTIONIST, must have excellent phone manners, be mature, dependable and able to work without supervision. Opening in Garden City area.-Hours: Mon. thru Fri., 2:30pm-10pm., Sat. 8am-2.30pm. Send brief handwritten resume to: P.O. Box 1001, Westland, MI. 48185.

ROCHESTER MANUFACTURING firm seeks well organized self starter with high skills. Good typing speed and word processing experience a help but not a must. Benefits and salary commensurate with experience and potential. 652-4300

SECRETARY
Excellent opportunity for mature, dynamic individual seeking the satisfaction of a one secretary office. The successful candidate will possess excellent communication skills, good typing ability & appreciation of a highly varied work day. We offer a competitive salary & benefits package, competitive salary, desirable Birmingham location, affiliation with large national corporation. Experience a plus. 642-7333
An Equal Opportunity Employer

SECRETARY - Experienced - 20 hours per week, flex time. Use of Word Processor. Pleasant office. Located in Continental Cablevision, 27800 Franklin Road, Southfield. 352-8024.
Attention: Corporate Development

SECRETARY
Experienced
for Birmingham area law office.
642-5555

SECRETARY
Full time for Livonia engineering firm. 2 years secretarial experience required - personable with good typing skills, who is self-motivated and eager to learn. Job entails work with engineers, typing 78 wpm required, accuracy is essential.
591-2271, ext. 6

SECRETARY - General office experience. Typing 65wpm, filing, organizational skills, good phone manner, typing material background helpful. Reply Box 905, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Madison Hts. Opening for a mature, dependable individual with good typing, shorthand/dictaphone skills, some secretarial/educational training and 3+ years of experience required. If interested, send resume to Box 907, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Must have 5 - 8 years experience with excellent typing skills. Good telephone ability & well organized. Computer experience helpful. Excellent benefits. Send resume & salary requirements to Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - must type 90 plus, shorthand 80 plus. Temporary job in Troy. Call Temporary Specialist. 354-3810

SECRETARY
Northwest Client seeks 1½ - 2 years experience. Must be skilled in typing, 65wpm, shorthand - 90wpm. Salary, $12,500 & Benefits. Fee Paid.
552-8320.
Assoc. In Personnel

SECRETARY
North Woodward ad agency has immediate opening for secretary. Position involves general secretarial duties including typing charts and presentations. Accurate typing at 40 wpm and shorthand at 60 wpm with 1-2 years previous experience a must.
Call Personnel between 9-10AM-12 Noon or 1:30PM-4:30PM at:
646-1000
Equal Opportunity Employer M/F/H

SECRETARY - typing 70 WPM minimum with Shorthand. Progressive Co., pleasant office, chance for advancement. Salary commensurate with qualifications & experience. Resume to: T. Hendricks, Vice President of O.M., 25200 Telegraph, Southfield, Mi. 48034.

SECRETARY with bookkeeping experience and knowledge of pegboard. Bloomfield Hills area Call after 5 PM. 642-4274

## 504 Help Wanted Office-Clerical

SECRETARY
Regional sales office requires 3 yrs. administrative experience, typing 75WPM, shorthand 100WPM + dictaphone. Call Cole National Corporation, Southfield. 559-5538

SECRETARY REQUIRED for Industrial Sales office. Position requires good typing skills, telephone techniques and knowledge of office procedures. Mail resume to or apply in person at
Complak Tools & Controls, 11835 Brookfield Ave., Livonia, MI 48150

SECRETARY, Troy, 1 secretary office, light typing, bookkeeping, payroll & phone. Hours flexible. 35 hours per week, $3.50 per hour to start. 689-8484
Evenings, 855-1822

SECRETARY with solid experience & good shorthand for retail consulting firm. Send resume & salary requirements immediately to: 31805 Middlebelt Road 327, Farmington Hills, 48018.

TELEPHONE
SALES
All Shifts Plus Weekends
Birmingham Area
Telephone or Door to Door Sales experience required. CIT will be taught, must be 18 and have own transportation.
G. M. S.
GENERAL
MANAGEMENT
SERVICE
The New Approach To Temporary Help
29376 W. Six Mile, Suite 160 A, Livonia
For Appointment Call
427-7660

SOUTHFIELD ADVERTISING AGENCY has opening for Typing Typist. Position requires at least 70 wpm. Typing Availability to work overtime required. Responsibilities include: Work well with others and independently a must. Good benefits. Call Personnel at 817-8337
Equal Opportunity Employer M/F

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

APPLICATIONS are now being accepted for experienced waiters/waitresses, bartenders, between 3-6pm., Stoyan's Inn, 36071 Plymouth Rd, Livonia.

ASSISTANT CHEF/KITCHEN MGR.
Excellent benefits, includes Blue Cross, Blue Shield, paid holidays, vacations, good salary. Apply in person; Holiday Inn Southfield, 26555 Telegraph

BILL KNAPP'S
One of Restaurant's finest family restaurants is now accepting applications for positions of full time Cooks. No experience necessary as we can offer complete training programs with benefits to dependable, reliable individuals. Interviews required. Apply in person at Bill Knapp's, 3019 W. Walton, between 9 am & 11am or 2pm - 4pm. Mon., thru Sat.
An Equal Opportunity Employer

BLOOMFIELD CHARLEY'S now accepting applications for full time day & night cooks & prep-cooks. Apply in person: 5656 W. Maple, W. Bloomfield.
An Equal Opportunity Employer

CASHIER wanted part time. Friday, Saturday, Sunday nights. 12 hours a week. Above minimum wage. Cashier experience preferred. Apply in person by Tuesday, July 20 at Northville Charley's, 41122 W. 7 Mile Rd., Northville.

CHEF
Full-time Day Shift at Richard & Reins - downtown Birmingham. Must have professional experience in the areas of Croustants, Quiche, Soup, Creative Salads & Desserts - all from scratch. Send resume to: R. & R., 273 Pierce, Birmingham, Mi. 48011.

CHEF
with good track record to take charge of my kitchen. West Bloomfield. Must have experience in planning, ordering, preparations, and hiring. $22,000 to start.
Send complete resume to:
Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COCKTAIL SERVERS
With some bar experience, apply in person after 5pm, Holiday Inn of Southfield, 26555 Telegraph.

COOK
Part time, weekend Midnights. Prepare meals for employee cafeteria. Some baking and prep work. Institutional cooking helpful, but not necessary. Competitive wages and benefits.
GARDEN CITY
HOSPITAL
6245 N. Inkster Rd.
Garden City

COOKS - Full time. Excellent pay. Must have experience, especially in eggs. Call Arlene at The Caboose, Farmington Hills. 855-4935

COUNTER HELP, must be experienced, for food preparation. Apply in person Monday, July 19, 8:30 AM, at Great Getaway Video & Coney Island, 31606 Grand River, 1 block W. of Orchard Lake Rd.
476-5355

EXPERIENCED PART-TIME help for Fruit & Vegetable Dept. W. Bloomfield area. Ask for Bernie. 851-9646

FRY COOK
Experienced
Day or afternoon shift
Apply in person, Silvermans Restaurant, Delta Dental/Tower 14 building, Southfield, Corner of Northwestern & Jt. Hudson Dr. Main floor.

HOST PERSON wanted part time. 35 hours a week. Above minimum wage. Apply in person by Tuesday July 20 at Northville Charley's, 41122 W. 7 Mile Rd., Northville.

MANAGER NEEDED
Immediate opening in New
300 seat Restaurant & Bar
located in Livonia. Only
those with extensive Food &
Liquor experience should
apply. Call for appointment
522-5777

PORTER - D. Dennison's Restaurant is currently interviewing for a day porter to work mornings (7am-11am) to do general cleaning, apply in person 27849 Orchard Lake Rd. Farmington Hills.

PROFESSIONAL KITCHEN HELP
Specializing in creative American Cuisine. Call for an appointment. 634-5210

## 505 Help Wanted Food-Beverage

WAITERS/WAITRESSES
Experienced. Apply in person 3-5 pm Mon-Fri. Midtown Cafe, 159 S. Woodward, Birmingham.

WAITERS/WAITRESSES
Must be over 18. Apply in person: France's Italian Restaurant,
7434 Middlebelt, Garden City. 421-6280

WAITRESS - WAITERS - experienced only, apply in person. Sambo's. 14349 Telegraph Rd. Redford

WAIT STAFF. Full & part time shifts now available. Excellent working conditions. Must have some experience. Apply Blakeney's Ranch House, 28333 Grand River, Farmington Hills. Apply by appointment only. Call between 1PM-3PM weekdays, ask for Dick: 477-3840

## 506 Help Wanted Sales

A + AAAA BEST RATING
Are you looking for a new profession? Farmers Insurance Group offers free training with minimum guarantee per month. Part part time. Full Days. 981-5225 Eves. 397-6405

ABLE TO BE YOUR OWN BOSS
Farmers Insurance Group. Offers complete training program, minimum guarantee per month. Learn without disturbing present job. 557-3266

ABLE TO START IMMEDIATELY
Able hardworker seeks full time sales work. Steady work, no experience necessary. Neat appearing, will train. $900 monthly if qualified. 425-8500

ADVERTISING SALES
Ground floor opportunity for young aggressive advertising sales rep with growing ad agency. 356-7157

AMBITIOUS PERSON with experience in sales to move quickly into management. If you would like a ground floor opportunity for high earnings, bonuses, call Belle Cosmetics, 261-4178

AMWAY DISTRIBUTORS WANTED
455-9132

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A STEP
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Chamberlain Realtors, Michigan's largest family owned company is currently interviewing for the place setter in the real estate industry has to offer. Offices throughout the suburbs. Call Steve Lehman at 557-6700.

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MERRI-MAC needs several Supervisors in this area. Party plan experience necessary. Car and phone needed. Gifts, toys, home decor. No investment, delivery, collecting. Also hiring Demonstrators. Call Free. 1-800-553-9077

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AT LAST!
The Perfect Part Time Job!
We let you tell us what hours you can work (we know it's important) at $5 to $8 per hour!
To set up call, 553-7866

CAREER SALES, local businessman looking for ambitious person, experienced in sales, advertising or management skills required. Generous bonus & profit sharing Call LTD 227-3212

DESIGNER SALESPERSON
Bill Knapp's, 30100 W. Walton,
Rd., Livonia, Michigan, 48154. Phone for interview 422-8770

DIRECTOR TRAINEE
Wanted by Petroleum Distributor
Call Mr. Weber
477-7055 422-6220

EMPLOYMENT - female or male.
We are interviewing persons who can sell our fabrics, accessories, & design services in the business & commercial market. Full or part time. Commission with a draw. Send resume to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENCON CORPORATION is a solar electric co! is looking for self motivated individuals to market photovoltaic products & systems throughout Michigan. Sales experience is required. Send resume to Encon Corp. 27504 Schoolcraft, Livonia, Mich. 48150

EXPERIENCED Sales Professional for Chuckie's Women's Apparel. Commission plus hourly wage, plus benefits. Full & part time needed. 647-1300

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Immediate Openings
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PURE ATMOSPHERE

## 506 Help Wanted Sales

JCPENNEY
TWELVE OAKS MALL
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Contact Mr. Mahoney at 525-0173

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