500 Help Wanted

PARKING LOT ATTENDANT
Responsible, adult person needed to supervise high school parking lot. $4.60 hour, 15 hours/week. Apply Northville Public Schools, 501 S. Main, Northville.

PART TIME TELEPHONE SALES
Enthusiastic sales people with pleasant telephone voice to work from home. Earn $4.00 to $10.00 per hour based on 10% straight commission. If you are desirous & want to work, call 855-1064

PEOPLE needed to care for children both in the children's home and in your home. Also looking for people over 25 to babysit while parents are away. Send appropriate space, clip ad, and mail to: Resource Referral Service, P. O. Box 595, Northville, MI 48065.

—— 1. DAY CARE
—— 2. BABY SITTING
—— 3. HOUSEKEEPING

PERSON over 18 needed to work with handicapped, mornings, evenings & weekend hours. Call 455-2182

PHARMACY TECHNICIAN For professional and nursing home pharmacy. Experienced. Benefits. No nights or Sundays. Growth opportunity. 889-1606

PORTER
nights, Bowling Lanes. Full time, apply 40475 Plymouth Rd.

PROGRAMMER WANTED - 1 to 2 years experience in RPG II and/or CO-BOL required. Experience on a UNIVAC 90/50 a plus but not required. Excellent salary and benefits for an aggressive individual. Please forward a current resume & salary requirements to box 380, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROTOTYPE MOLD MAKER
Plastic & metal.
Must be experienced.
549-7744

RECEPTIONIST - needed. Finance co. Experience preferred. Birmingham. 540-3535

RENTAL AGENT

For N.E. Suburban Apt. community. Sharp career oriented & people oriented individuals who want more than just a job. Good pay & fringe benefits. Call & join our professional team today!

355-2400 ext.233

RETAIL MANAGEMENT
We are presently accepting applications for retail management positions for women's fashion retailer. Previous retail supervisory experience preferred. Please send resume to:
Mrs. D. Goldfarb, Hadley Arden, P. O. Box 1849, Livonia, MI 48151.

RETAIL MGMT. TRAINEE
Sales oriented, hospitable. Novi, Dearborn, Northland Areas. Employment Center II. 348-4130

RETAIL SALES
Ladies specialty chain has full and part time sales opportunities available. Position selling background essential. Advancement opportunity. Call Beverly for an appointment. 968-2400

RN (BS) preferred. With experience in home health care or administration. Excellent salary, benefits & future growth. Send resume to: N.O.H.H.C., P. O. Box 246, Clarkston, Mich. 48016.

SAKS FIFTH AVENUE

Limited number of on call positions available. All applicants must be able to work flexible schedules. Sales applicants should have some previous experience. Non selling areas include stock and personal shopping. Functions (compilation of figures and credit handling).
Apply in person: Personnel Office
Mon. thru Fri. 10-6

SAKS FIFTH AVENUE

SOMERSET MALL
TROY
An Equal Opportunity Employer

SALES PERSON for bakery. Full time. Sales experience preferred. Apply Grand River Bakery, 14555 Grand River, E. of Farmington Rd.

SECURITY OFFICERS

for Student Residence Hall - part time afternoons/night shift - flexible during Desire mature individual - Security experience not necessary. Send resume to Personnel Dept., Madonna College, 36600 Schoolcraft Rd.
Livonia, MI 48150.

SECURITY

SPECIAL ASSIGNMENTS
IMMEDIATE OPENINGS
*COST OF LIVING ALLOWANCE
*LIFE INSURANCE
*HEALTH INSURANCE
*PAID VACATIONS
*DOUBLE TIME ON HOLIDAYS
*PAID EACH WEEK
*RAPID ADVANCEMENT
*FREE TRAINING PROGRAM
GUARDIAN
13735 Puritan
1½ blocks W. of Schaefer
837-8734

SERVICE STATION ATTENDANT
Part time. Approximately 20 evening hours. Prefer over 25, mature, dependable, living close by. 37810 Grand River at Tri Mile - Mobil.

500 Help Wanted

SENIOR STAFF accountant needed for growing CPA firm in Birmingham CPA certification & public accounting experience preferred. Opportunity for advancement to management position. Salary commensurate with experience. Send resume to: Rex Eller Suite 108 E Maple Rd. suite 401, Birmingham, Mich. 48011.

SET-UP MEN

For 7/8 Acme-Gridley Screw Machine. Also apprentices. Excellent opportunity.
Apply today:
S.M.C.
800 Junction, Plymouth

SHARP, AGGRESSIVE individual for full time salaried position. You will be trained to handle phone inquiries in our Woodward 8 mile office. Outgoing personality essential. Age or prior experience not necessary. Ask for Sylvia Martin 545-8770

SHOE SALES

Full & part time for better grade women's store. Enthusiastic people with fashion background needed. No nights or Sundays.
ROZ & SHERM
Bloomfield Plaza
Call Mrs. Bates 851-8855

SPRAY PAINTER - part time. Must have experience in spraying synthetic enamel. Apply in person only.
13515 Auburn, Detroit,
Schoolcraft/Evergreen area.

- START THE WEEK - WITH A VISIT TO - OLSTEN

Temporary work assignments available for experienced Word Processing Operators. Needed for the:
Following applications & equipment:

Legal	NBI-5000
Sales	Lanier N.P.
Marketing	Xerox 850-860
Engineering	IBM-050
Finance	QYX
	CPT
	Redactron
Wang	IBM Mag 2
Vydec	IBM Display Writer

Excellent Benefits.
Call 354-0555
OLSTEN
TEMPORARY SERVICES
Word Processing Division

STOCK and Delivery, full time for exclusive Birmingham area grocery. No evenings or Sundays. $164 week to start. 644-5310

STOCK BOY - Retail drug store in Royal Oak. Full time days. Over 18. Experienced preferred. Excellent salary & benefits. Must come to store to fill out application. Ace On Drugs, 2154 Crooks Rd. (at 13½ Mile, Royal Oak). See Mr Sattler. No calls please.

STORE ACTIVITIES REPRESENTATIVES wanted. Must be creative, energetic, outgoing & work well with both children & adults. Must also have own transportation & be a self starter. Full & part time openings available depending on location. Apply in person before 11am & after 1pm only at these locations: Mr Doodle: 24990 Grand River (between Beech & Inkster, Redford Twp), 28350 Greenfield, (at 11 Mile Rd, Oak Park) Tower 100, second level Renaissance Center, Detroit. 7300 Wyoming (at Warren, Dearborn) No phone calls please.
An Equal Opportunity Employer

STUDENTS - Earn excellent income with an established Fuller Brush Route. Flexible Hours. Car necessary. For interview, Livonia, office. 476-3536

SWIM COACH — Experienced, approximately 75 swimmers ages 5-18. WSI required, at least 18 years of age. Contact 728-7898 731-8131

TEACHING POSITIONS
The Jewish Parents Institute, a sunday school of Jewish history & culture affiliated with the Jewish Community Center has openings for the 1982-83 school year. Please contact the JPI office, 661-1000 ext. 156

TELEPHONE SALES - part time. Mature, enthusiastic sales people with a pleasant phone voice needed for progressive company. We offer $3.65 per hour plus a bonus program. Evening hours, 5-9. Call between 5-9pm.355-1154

TRAINEE for Installation Installer. Must have some knowledge of carpentry and/or roofing, have good work ethic and be mechanically inclined. Steady work, long hours, merit raises.Elves, 355-5252

TRAVEL AGENT - Apollo trained, 2 to 3 years experience, salary, full benefits. Excellent opportunity. Located in Troy/Birmingham area. Send resume to: John Stevens, P.O. Box 458, Troy, MI. 48099.

TRAVEL AGENT
Minimum 1-2 yrs. experience. Excellent opportunity, busy office. Sabre & or Apollo. Call L.A. Wilson. 851-3097

TRAVEL AGENT - Southfield Agency seeking travel agent, minimum 2 years experience. Apollo training helpful. Call to set up interview. 569-8184

TURNKEY SYSTEMS
New Livonia company wants people for local sales promotion. Permanent good paying jobs, excellent working conditions, bonus plus commission. Experience not necessary, company will train. Able to start immediately.
Call Personnel 261-8415

TYPEWRITER technician needed in word processing reconditioning shop. Typewriter repair experience desirable. Good mechanical background necessary. Send resume to: Word Processing Exchange, 25418 W. 5 Mile Rd., Redford Twp., MI. 48239.

UPHOLSTERERS - for full time position. Top wages and benefits. Weiler Furniture, 406 Bay Street, Petoskey, MI. 49770, or phone for interview. 616-347-8124

UPHOLSTERERS
Top quality workmanship only. Must be able to cut & sew. 477-5445

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST

For west suburban teaching hospital. Licensed or eligible for licensure. Full time permanent days. Excellent salary and benefit program. For details contact:

Garden City Hospital
6245 N. Inkster Road
Garden City, Michigan
421-3300 ext. 277
An Equal Opportunity Employer

A CHALLENGE FOR RN's

Prove it to yourself and others by involving yourself in direct patient care at Farmington Nursing Home.
Salaries start at $17,000 & better. Weekend differential plus excellent benefits including holiday pay, vacation pay, sick days, Blue Cross, flexible scheduling.
For personal interview, Call Elsie Lindow, RN, Director of Nurses
477-7400

500 Help Wanted

VAN DRIVER with chauffeur license & good driving record. Must be dependable & good natured. Childrens World. 553-4524

VETERINARY ASSISTANT
Part Time
Typing helpful
637-0115

VETERINARY CLINIC seeks technician. Will train. Plymouth area. Reply to Box 302, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WE NEED PEOPLE who are excellent crocheters & knitters. Immediate work in your home. Send name & telephone number to: Kidz Box 5311, West Bloomfield, MI 48033.

WINDOW CLEANING Company is now hiring for Fall crews. Clean cut hard workers only. Good pay, bonus and own transportation a must. If you don't want to work, don't call.
Between 2-5pm Only, 855-1156

502 Help Wanted Dental-Medical

ALL SHIFTS
R.N.'S
UNUSUAL OPPORTUNITY
TEMPORARY
HEALTH CARE SERVICES
835-5400

ASCP MEDICAL TECHNOLOGIST - 6 years experience for flexible evening shift, fully licensed, modern lab. Excellent salary & benefits. Apply at: Oakland Diagnostic Lab, 24451 Telegraph, Southfield or call 355-7068

BOOKKEEPER
24 to 40 Hrs. per week. Rochester based company. Experienced need only apply. Send resume to: Medical Care, Inc., 134 W. University, Suite 203, Rochester, Mich, 48063.

BRIGHT, sharp LPN or RN, full or part time. Great to back or front. Busy gyn office. Bring resume to interview. Call days for appointment. 355-3885

Cardiopulmonary TECH I

III Part time position, rotating shift.

ANNAPOLIS HOSPITAL
33155 Annapolis Ave.
Wayne, MI 48184
(313) 722-4400

Equal Opportunity Employer

CERTIFIED REGISTERED NURSE ANESTHETIST

CNRA or recent graduate eligible for certification. Surgery and one O.B. independent. Call days, Eve. Or Nights. Flexible Hours. Car necessary. For interview, Livonia, office. 476-3536

CHAIRSIDE ASSISTANT- FULL TIME for 3 general dentists Livonia practice. Mature, experienced, CDA or RDA.
Call Pat 478-2112

WE ARE SEEKING an enthusiastically alive & energetic individual to fill a chairside Dental Assisting position in a unique dental office. This is a full time position for an Assistant with 4 handed experience. Call Betty 646-3515

DENTAL ASSISTANT
Motivated person needed for progressive office. Our team consists of 2 hygienists, 2 assistants, 2 receptionists, 1 lab tech, 2 doctors. Call for an interview
555-2393

DENTAL ASSISTANT for outstanding dental office in Birmingham. Bright, impeccably groomed and interested in training for long term employment. Hours 32-4. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT - for progressive, permanent oriented office, full time, experienced only, good salary & benefits. Westland area 425-5560

DENTAL ASSISTANT
Full-time position for an enthusiastic individual with experience in 4 handed dentistry. At least 1 year experience required. Benefits. Westland. 722-0133

DENTAL ASSISTANT
Experienced, 4 handed dentistry, part time. Tues. Wed., Thurs. Birmingham area. Call 433-5070

DENTAL ASSISTANT - full time, 1 to 2 yrs. recent chairside experience required, certification preferred. 16 & Ryan. Starting late August. 979-8600

DENTAL ASSISTANT - experienced in four handed dentistry needed for full time position in progressive dental office located in Dearborn Heights. Call Ann 271-6160

DENTAL HYGIENIST
For Livonia specialty practice, 2 days per week. Call:
522-7313

DENTAL RECEPTIONIST

Experienced, enthusiastic individual needed to assume full time position in quality Birmingham practice. Salary commensurate with ability. Send hand written resume in confidence to: Box 316, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Very office needs a mature and experienced person seeking full time employment. 538-3271

DENTAL RECEPTIONIST
Experienced, Part time.
Dearborn Heights
274-6868

DENTAL RECEPTIONIST
Full time dental receptionist needed. Must have experience in all phases of front desk, peghoard, insurance, appointments, etc. Livonia area. 532-6778

502 Help Wanted Dental-Medical

DIETARY SUPERVISOR
Experienced. Good benefit package. Salary commensurate with experience. Flexible hours. Call for appointment for interview. Mon. thru Fri., 8am - 4pm. Rose - Villa Nursing Center, 25375 Kelly Road, Roseville 773-6028

DOCTORS OFFICE seeks conscientious, non-smoker, able to handle transcription and front desk. Birmingham area. Call Toni 647-7280

EKG TECH. Experienced, stress testing. Holter monitor scanning. Echocardiography experience helpful. Southfield Cardiologist office 559-5730

FULL TIME - experienced Medical Asst with some knowledge of Blue Cross Blue Shield, billing & peg board. Excellent starting salary & fringes. In Southfield. Send resume to Box 374 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LAB TECHNICIAN

Ann Arbor-based research and development lab has immediate openings for 'hands-on' technician. While a basic understanding of chemistry is helpful, a strong mechanical orientation is necessary.

The position is salaried, full-time, and qualifies for a full complement of employee benefits, including health insurance, vision and dental care, and stock purchase plan.

Please submit a short resume of your experience and salary requirements to:

Box 382
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

Equal Opportunity Employer

LIVE-IN COMPANION

If you are a warm, compassionate person who is empathetic to needs of others, with one year experience, then you're the one we're looking for to help us fill these needs. Immediate openings in Oakland, Macomb and Wayne counties. Please call:

343-HELP
(343-4357)
PMS
Professional
Medical Services
20010 Kelly Rd.
Harper Woods, MI 48225
EOE M/F

LPN NEEDED
to help me run and set up a new business in Birmingham area. Part time or full time. Diane. 348-3040

MEDICAL ASSISTANT
Laboratory experience or background required, full or part time, hours flexible. Southfield. 569-0157

MEDICAL ASSISTANT needed for Podiatrist's office. Full time - 4 full & 2 half days. Experience preferred. Redford area. Call Mon. thru Fri. between 8:30 & 9:30am. 537-0068

MEDICAL ASST
with preferred Lab experience, some clerical. Full time. 557-3650

MEDICAL/DENTAL

Children going back to school? Want to use your abilities? If you have current medical or dental office experience, let us put you to work. Come to Davis-Smith, Medical Personnel, and enjoy an exciting assignment such as:

MEDICAL RECEPTIONIST
TRANSCRIPTIONIST
MEDICAL ASSISTANT
DENTAL ASSISTANT
MEDICAL SECRETARY
DENTAL RECEPTIONIST
GENERAL OFFICE
INSURANCE BILLERS
DAVIS-SMITH
Medical/Dental
Personnel Services
Temporary Division
557-7200

MEDICAL RECEPTIONIST/TYPIST for Sterling Hts.-Utica Ophthalmologist's office, 60 wpm minimum. Responsibilities include: 1 - 5 days. 254-1370

MEDICAL Secretary/receptionist. Experienced. Peghoard, insurance. Typing, assisting. Between 3-5 PM. 559-0830, Eves. & Weekends. 855-1221

MEDICAL TRANSCRIPTIONIST
Work in your home. Must be experienced working with OB, DS, HP. Call: Mon. thru Fri. 10am-5pm 559-8356

NURSE AIDES
All Shifts. Experienced need only apply. Work at the finest extended care facility in Oakland County. Applications being taken through September 8, 1982. Farmington Nursing Home, 30405 Folsom Rd., Farmington Hills. No phone inquiries please!

NURSE AIDES
"CARING IS THE FIRST STEP"
If you have one year recent hospital or nursing home experience, and have a genuine concern for the elderly, we can train you to become a home health aide. Call for personal appointment.
PRO - CARE ONE, INC.
522-5753

NURSE Home Care

The Michigan Cancer Foundation has an opening for a nurse - BSN & some community health experience preferred, but not essential.
Will provide quality care for cancer patients in their home.
Comprehensive benefits package available for the Nurse who wishes opportunity for the independent practice. Please call
833-0777
An Equal Opportunity Employer

NURSE or Medical Assistant, with dermatology experience, to work in back in Southfield office. Part time, week days. Good pay. 353-8818

502 Help Wanted Dental-Medical

NURSES
FULL & PART TIME
AFTERNOON POSITIONS
Excellent responsibility 50-37
NEW WAGE SCALE
Franklin Manor
Convalescent Center
26900 Franklin Rd., Southfield
352-7390

NURSING ASST
for full & part time. Experienced only. All shifts. Apply in person only.
Dorwin Convalescent Center, one block So. of 8 Mile, on Middlebelt.

Nursing Suprvisor Operating Room

McPherson community Health Center, a 156 bed acute care general hospital is actively recruiting for a Nursing Supervisor Operating Room. We are located in Howell, Michigan, in a pleasant location area between Ann Arbor and Lansing, approximately 1 hour from Detroit. Current RN licensure to practice nursing in Michigan. 2-5 years of progressive nursing experience as an A.O.R.N. Interpersonal skills necessary to effectively deal with patients, interact with physicians and patients at all levels of management. Bachelor's degree preferred.

Salary commensurate with experience and comprehensive benefit program. Send resume or contact Personnel Department at (517)546-1410, Ext. 295.

MC PHERSON COMMUNITY
Health Center
620 Byron Road
Howell, Michigan, 48843
An Equal Opportunity Employer

ORAL SURGEON ASSISTANT
Monday & Wednesday evenings
Experience necessary. Plymouth area
453-6500

OUR DENTAL OFFICE is on a "Quest" to find a perfect staff member to complete our team, to take full responsibility for the appointment book. Must understand insurance & have peghoard experience. Call only if qualified. Mon-Marie, 559-3020

PART TIME HYGENIST
Needed for evenings & Saturdays in Westland area. 315-3100

PART TIME RECEPTIONIST for Southfield medical office. 1 year experience, Mon. thru Fri. 8am-1pm. Send resume to Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHLEBOTOMIST
Private lab, Mon. thru Fri.,6:30AM to 3PM. Send resume to P O Box 356, Dearborn Heights, MI. 48127

RECEPTIONIST for Troy physician, experience all phases of front desk, insurance, etc. 555-1559

RECEPTIONIST full or part time for busy pediatric office. Must have experience in front desk duties & insurance billing. 476-3252

RECEPTIONIST. Oral surgery office. Part time possibility of full time. Medical or dental background necessary. Call 8am-4pm. 647-7258

REGISTERED NURSES

Permanent part time, midnight shift, Med/Surg and Obstetrics.

SEAWAY HOSPITAL
3550 Pine St.
Trenton, MI 48183
(313) 676-7000

Equal Opportunity Employer

REGISTERED NURSES

MENTAL HEALTH
Permanent part time, all shifts.

ICU
Permanent full time, afternoons and midnights.

MED/SURG
Permanent full and part time, afternoons and midnights.

MED/SURG
Permanent part time, day shift.

IMC
Permanent, full and part time, afternoons.

IMC
Permanent part time, midnights.

PEDS
Permanent full time, midnights.

HERITAGE HOSPITAL
24775 Hayes Ave.
Taylor, MI 48180
(313) 295-3300

Equal Opportunity Employer

RN - LPN (COORDINATORS)

Needed for expanding home health care agency. Rehab experience helpful. Responsible for visiting patients in home, field & scheduling. Excellent typing skills a necessity. 2 to 3 days per week. Must be flexible.

AB-CARE INC
Call Mon. thru Fri. 8am to 3 pm
424-8393

RN OR LPN

Temporary positions for day and afternoon shifts. In this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightingale West, 3865 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

RN'S
HOSPITAL BURN OUT?
You can now work in a delightful clinic setting. Our clients need the support that your nursing background and genuine concern for physical and emotional health can provide. A unique position for highly motivated individuals seeking professional rewards. No nights or weekends. Salary plus bonus. Full time openings in Livonia, Southfield, Sterling Heights, and Bloomfield Hills. Please call Geri at 559-1828.
WEIGHT LOSS CLINICS

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

RN'S - LPN'S
ICU - CCU - ER
ONCOLOGY
JOIN
"THE PROFESSIONALS"
TOP PAY TO $21 PER HOUR
LEADING HOSPITALS
HOME HEALTH CARE
PAID OVERTIME
ALL SHIFTS
FULL TIME - PART TIME
IMMEDIATE SCHEDULING
357-3650
Professional Medical Personnel

RNS
Private duty. Lincoln area. Part time.
Temporary Health Care Services
835-5400

502 Help Wanted Dental-Medical

RNs
Permanent full and part time, afternoons and midnights.

MEDICAL RECORDS SUPERVISOR
Permanent full time.

OUTER DRIVE HOSPITAL
16400 Outer Drive
Lincoln Park, MI 48146
(313) 383-2000

Equal Opportunity Employer

RNs

"Those Who Help Others Help Themselves"

...is an old saying that still rings true qualities for a full career helping those in major hospitals, nursing homes, doctors offices, home care clients who require assistance and generous caring. The rewards are generous too, including:

* DAILY or WEEKLY PAY
* COMPETITIVE SALARY COMMENSURATE WITH EXPERIENCE
* UNIQUE CHOICE OF BENEFITS
* CONTINUED EDUCATION
* MALPRACTICE INSURANCE
* CEU's & IN-SERVICE

PMS has jobs for you - TODAY.
Please call or drop by:

343-HELP
(343-4357)
PMS
Professional Medical Services
20010 Kelly Road
Harper Woods, MI 48225

EOE M/F

SECRETARY/RECEPTIONIST
For psychiatrist, West Suburban area. Must have good medical and health insurance experience,(third party billing). Type letters, appointments. Career position. Start $200 per week.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

SOUTHFIELD PODIATRY Office looking for experienced person for chairside podiatry. Benefits included. 358-4600

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS
for the following positions:
CPT Word Processing
Secretary Typewriter
Executive secretary with shorthand
If you have the skills - we have a job waiting for you. Call MANPOWER for an immediate appointment.

Livonia 478-1130
Troy 585-5585
Detroit 965-1000

ACCOUNTING/CLERICAL for Livonia retail organization. Some accounting background preferred. Light typing. $160 per week. Blue Cross/Blue Shield Group Health plan. Vacation/Sick pay benefits. Call Mrs. Nichols at 522-6500

ACCOUNT RECEIVABLE CLERK
TO $12,000
A growing Farmington company in Livonia is eager to hire a sharp person, preferably with some experience, for advancement and great benefits. Surv.
SNELLING & SNELLING
Livonia 478-3500

ACCOUNTS PAYABLE
Growing Livonia firm needs experienced to work on accounts payable. Opportunities could exist for movement into other departments. Must have good typing, phone communication & organizational ability. Accounting experience helpful. Send salary requirements with resume to box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE
OAK PARK
Data entree experience, good receivable background, accurate typing. $200 Min. per week. Paid benefits. Fee Paid.

ACCOUNTS RECEIVABLE
Experienced, to $14,000
OAK PARK
Processing and posting checks, answer phones, good typing for orders and quotes. Billing & Mail. Mature preferred. $200 to start, fully paid benefits.

BETTY HAMIL PERSONNEL
Southfield Rd., Lathrup Village
424-8470

Are You An Experienced

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

SOUTHFIELD 569-7500
LIVONIA 525-0330
DEARBORN 565-8060

WITT SERVICES
The Temporary Help People

ARE YOU AVAILABLE FOR THEIR TEMPORARY WORK?
If you have experience in the following please call for your appt. No fee

SECRETARY
WORD PROCESSORS
UNIFORCE
TEMPORARY SERVICE
1000 S. Woodward Birmingham
646-7660

ASS'T BOOKKEEPER - Part Time. Knowledge of Accounts receivables, accounts payable, Typing. Call between 8:30am - 5pm 552-8544

BOOKKEEPER

Challenging, diversified position for a full charge bookkeeper, min. 5 Yrs. experience with a small company. Duties should include: payroll, payroll taxes, peghoard system, general ledger and trial balance. We are an electronics manufacturer located in Troy. Please send resume to: Box #388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER

Dealership experience necessary. Apply in person:
BOB SAKS TOYOTA
35200 Grand River
Farmington Hills, Mich.

BOOKKEEPER, experienced for fine boutique shop. Must have background working in retail shop. For appt call 552-2530

BOOKKEEPER, EXPERIENCED. Reports to president of multi-division company. Supervision of 1 person. Requires bookkeeping skills thru preparation of financial statements. Good working conditions in downtown Detroit location. Send resume & salary requirements to: P O Box 160, Detroit, Mich. 48145-0160

BOOKKEEPER - Experienced in complete general office work. Able to handle phone calls. Apply: Truan's Candies, 13716 Tireman, Detroit. 584-3400

504 Help Wanted Office-Clerical

BOOKKEEPER - Experienced in complete general office work. Able to handle phone calls. Apply: Truan's Candies, 13716 Tireman, Detroit. 584-3400

BOOKKEEPER
Full time for Southfield CPA firm. Experienced then trial balance preferred. Excellent benefits. Send resume stating salary requirements to
Personnel Director, 3000 Town Center, Suite 3100, Southfield MI 48075

BOOKKEEPER
PART-TIME SOUTHFIELD

Graphic arts firm needs full charge bookkeeper part time. Must be board system, some typing, excellent communication skills. Call between 8:30 AM and 11:30 AM.
356-8900

BOOKKEEPER/SECRETARY
For Detroit based private retail store. Experience necessary. Full time. Salary commensurate with experience. For interview Call Mr. Martin or Mr. Clerk. 963-2171

BOOKKEEPER - small manufacturer expanding. Must be qualified full charge bookkeeper. Call Sheila 352-4920

BOOKKEEPER wanted with general ledger experience. Full time. Computer experience preferable. Good benefits. Oak Park area. 547-1555

CHALLENGING OPPORTUNITIES

Executive secretaries, legal secretaries (including litigation), with 2 to 3 years experience and the finest of skills to include typing, shorthand an asset, word processing, mag card. Willing to work overtime for competitive salaries and benefits. Employer paid fees. CALL TODAY for a personal interview.

PERMANENT STAFF
SOUTHFIELD 353-0505

CHURCH SECRETARY - Part time, Tues., Thurs. & Sat., 9-4. General office work. Competitive hourly rate. Resume to: T.E.C. P O Box 2036, Farmington Hills, MI 48018

CLERICAL ADMINISTRATIVE position, temporary full time, people oriented, entry level. Southfield area. Send letter of interest to: Continental Cablevision, 27800 Franklin Rd., Southfield, MI. 48034. Attention: Maryanne Hunt. No phone calls - Please!

CLERICAL OFFICE
Immediate opening, prefer BSO, with at least 1 year office experience. Good typing and telephone skills a must. Background in group insurance helpful. Call Betty Williams. 961-0034, Ext. 352

EXECUTIVE SECRETARY

Progressive Southfield financial institution is seeking a dependable individual capable of handling executive responsibilities. Previous banking experience preferred. Typing 60-80 WPM, shorthand. Good benefits, salary commensurate with experience.
MICHIGAN NATIONAL BANK OAKLAND
552-7562
An Equal Opportunity Employer

FILE CLERK needed for Southfield law firm. Light typing required. Must have own transportation. For appt. call please call Sara 9-4. 355-2770

GENERAL OFFICE
4 days per week, good telephone manner and accurate typing required.
Call to: 5680 W. Maple, Suite C 204, (E. of Orchard Lake Rd.) West Bloomfield. Wed. only. 8:30-11:30 AM.

GENERAL OFFICE
$9100 PLUS

You call the shots! Excellent spot for self-motivated take-charge individual. Full range of duties. Excellent benefits including profit-sharing. Light bookkeeping required. Call our Personnel Department for confidential interview.
SNELLING & SNELLING
Troy 649-5900

GIRL FRIDAY with excellent bookkeeping skills for Bloomfield investor. Technical background a plus. Must be able to do payroll, federal tax deposits, and balance all accounts, both personal and business. Salary $18,000 with good benefits and fee paid.

ADAMS & MARTIN PERSONNEL
1009 S. Woodward Birmingham
646-5600

IF MONEY PROBLEMS MAKE YOU WORRY
Join Our POOL
In A Great Big Hurry
GOOD PAY:
STENOS
WORD PROCESSORS
SENIOR TYPISTS (60 +)

Short and long terms assignments in Livonia, Southfield, Detroit area.

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Temporary Help Since 1946

INSURANCE AGENCY - in Farmington Hills needs permanent part time clerical typist Wed. or Thurs. Position involves Lenier transcriptions form & check typing, filing, light accounting calls & reports, minimum 50-55 WPM. Excellent telephone office experience helpful. Call Baldwin & Lyons Inc. Ask for Gary or Diane 626-6452

JR. SECRETARY
Desired for our worldwide headquarters located in Southfield. This position requires an individual with excellent organization abilities and a pleasant telephone personality. The qualified candidate will have a minimum of 1/2 years office experience, typing of 50/55 wpm and dictaphone experience. The applicant must be an aggressive, self-starting individual.
We offer a complete benefit package and competitive starting salary for the qualified candidate. If interested, Contact Diana Lennard.

FLORISTS TRANSWORLD DELIVERY ASSOCIATION
355-9300, Ext. 6253

LAW OFFICES require experienced dictaphone & steno BSO & BSO positions. Write stating experience & salary requirements to: Rice, Rice & Gilbert, 3466 City National Bank Bldg, Detroit, MI 48226.

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Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send me your resume.
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JOANNE MANSFIELD LEGAL PERSONNEL
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LEGAL SECRETARY needed for Rochester law firm; minimum 3 years experience; typing 70 WPM; good benefits; salary negotiable. Please ask for Mrs. Powell at 852-7900

LEGAL SECRETARY - Experienced, Personal Injury & Comp. Executive type - Shorthand required. Southfield office.For appointment, 355-1720

IN NEED of a Legal Secretary. Experience necessary. Typing, filing, shorthand. Farmington Hills area. Call: 851-7666

LEGAL SECRETARY wanted for law firm in Southfield. Experience preferred. Good salary and benefits. Please call 352-0300

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Success in our business is based on our ability to introduce legal secretaries to legal firms that need to be just right for each other. We have been effectively doing that for several years now. Our list of satisfied clients is long.

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Renaissance Center 567-0411
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LEGAL SECRETARY
Part time - experienced, typing
Rochester 652-8660

Legal Secretary

Prestigious firm has several openings for top-notch people with 3 year experience in either Workmen's Comp. or Personal Injury. Successful candidate should have strong typing and dictaphone skills and able to work with little supervision. Excellent starting salary, full benefits, fee paid. Call Sherri Hill for personal interview today.
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LIFE INSURANCE POLICY PROCESSOR

$15,000 PLUS
An insurance firm in Southfield needs a responsible person with understanding of insurance terms, accurate clerical skills, and a desire for advance both in money, and position. Call Jody.
SNELLING & SNELLING
Livonia 478-3500

MANAGEMENT TRAINEE
Full time, permanent position open for management trainee in major insurance company. College degree preferred or equivalent. Excellent benefit package at competitive salary offered. Interested applicants may send resume to Box 358, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON - Self starter, well organized individual for 2 afternoons busy research office seeks person with excellent organizational and typing skills. Kingsley background preferred. Full/part time position. Send resume: Elderly Care, Research Center, Wayne State University, 709 Mackenzie Hall, Detroit, Michigan 48202

SECRETARY - Troy company. Good typing, shorthand and experience. Benefits. $13,500 fee paid.

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

SECRETARY, type 60 wpm corrected, shorthand, min 80 words, dictaphone machines. Equal Opportunity Employer. 851-0202

SOUTHFIELD advertising agency has opening for a Secretary in their media department. Position requires at least 1 year of secretarial experience. SHORTHAND & typing. Conscientious person, working independently, as well as with a group of people. 3 years secretarial (initially) experience required. SHORTHAND & typing. Ability to work overtime. Good benefits, salary commensurate with experience. Please submit resume to: S.R. Levine, P.O. Box 425A, Southfield, MI 48037.
Equal Opportunity Employer M/F

SWITCHBOARD OPERATOR

Position open for full time, experienced Switchboard Operator. Knowledge of Horizon System a plus. Please send resume and handwritten cover letter to Box 378, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TELLER/CLERICAL
Cashier or Office experience helpful
Good Math. Employment Center II
540-4130

Top Pay

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SENIOR TYPISTS
Holiday Pay & Raises
Call for appointment:

Suburban Office Services
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TYPISTS Secretaries General & Legal

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BENEFITS
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Detroit 962-9650
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OLSTEN
Temporary Services
Equal Opportunity Employer M/F/H

WANTED part time clerical person for MetroVision's Redford office. Light typing, filing, and some phone work. Interested parties may call Ray at 538-1313

505 Help Wanted Food-Beverage

BARMAIDS/BARTENDERS, Waiters-Waitresses. Full and part time. Evening. Apply in person after 5pm. Super Bowl, 45100 Ford Rd. Canton.

BAR PERSON - personality, no hangup, regular, full time, grill experience helpful. Ernies Bar, Schoolcraft/Grove area. Joe 537-0915 or 348-5474

Bartender - Waiters or Waitresses
Apply in person at Sneaky Pete's,
15211 Farmington Road, Livonia.

BIRMINGHAM
Richard & Reisa
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Kitchen Staff
Excellent working conditions. No fryer, grills or grease. Fresh, quality, light cuisine. No professional experience necessary. We're looking for responsible individuals with a flair for creative food. Will train you in our kitchen.
Bakers
6am-2pm
Croissants, Muffins
Puff pastries, deserts

Sandwich & Salads
9 am- 3pm

Prep Cooks
3 pm - 9 pm
Soups, vegetables
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Flexible hours
Full & part time
M - W - S or T -TH -S
Schedules
Apply in person
8:30am - 8pm

BOWLING LANES grill, full or part time, evenings. Apply 40475 Plymouth Rd.

504 Help Wanted Office-Clerical

SECRETARIAL position, full time, some office experience needed. Salary $175 weekly. Call for further information. 349-3910

SECRETARIAL POSITION with Property management company. Excellent typing, spelling, and phone manner required. Call for appointment, Estates, Inc. 474-7744

SECRETARY

Ferndale Manufacturing Company is searching for a Secretary to handle one person office.