500 Help Wanted

WAITRESS wanted. Village Pump, 32350 W. 8 Mile Rd., Farmington.

PLANT Superintendent

Strong, aggressive, tough-minded superintendent for small plant in Detroit. Operation is handling of products through conveyors, elevators, screeners, etc. Must be equipment and results oriented. Minimum of 5 years in supervisory position. Call weekdays, 8:30 - 5 PM.

841-5400

BUS HELP
Must be 18 and over. Apply in person. Raleigh House Restaurants, 35300 Telegraph, Southfield Tuesday - Friday.

GOOD MECHANIC

AFTERNOON SHIFT
EXPERIENCED
Must have own tools.
Apply at
TWELVE ORCHARD LAKE SHELL STATION

HAIRDRESSER Good opportunity Mr Drew's Salon, Farmington. 851-3090

Nugget Restaurant

FULL TIME
DISHWASHERS & BUS BOYS
Apply in person
No phone calls please
30685 W 12 Mile Rd
Farmington

BUSBOY-DISHWASHER part time. Must be 16. Apply in person. Palace Fine Foods, 1597 Ann Arbor Rd., Plymouth.

ACCOUNTING OPPORTUNITY
Growing division of major automotive supplier seeks individual: Cost Accountant, Accounting Graduate with minimum 2 years industrial experience and background reporting Standard Cost and Cost Accounting. Submit resume indicating current salary to Personnel Manager, Anchor Coupling Co Inc, 377 Amelia St., Plymouth, Michigan 48170
An Equal Opportunity Employer

HOUSEKEEPING AIDES
Full time. Apply Oak Hill Nursing Home, Farmington. 477-7373

WAITRESSES COOKS DISHWASHERS

NEEDED FOR
DAYS & NIGHTS
Apply in person
Howard Johnson's
26747 Grand River, Redford
Equal Opportunity Employer

NURSES AIDES
Mature ladies for all shifts. Small nursing home in Farmington. 474-6579

EMPLOYMENT COUNSELOR

Tiny office of the nation's largest employment service. If you have sales or public contact experience, we'll train you. Call Ms Schreiber 558-5400

YOUNG Man 18 or over, mechanically inclined for equipment Plaza Lanes, Plymouth. 453-4833

BRIDGEPORT HANDS

Steady employment. Overtime. All benefits
PEAK INDUSTRIES, INC.
5320 Oakman, Dearborn

EXPERIENCED Service Station Managers — Major oil company. Paid Manager Training. Plymouth-Livonia-Farmington area. Call Mr. Linihan 273-6224

MALE and female applicants needed for positions open 139 W. Maple. 644-4254
BIRMINGHAM EMPLOYMENT BUREAU

500 Help Wanted

WAITRESSES
Age 25 - 30. Experienced. Attractive and neat in appearance. Apply in person. Raleigh House Restaurants, 35300 Telegraph, Southfield Tuesday - Friday.

TELEPHONE SALES

Earn $100 a week part time evenings. If you are a hard worker and have a desire to make money call us now while the opportunities are available
Mr. Thomas 559-6677

DIESEL Truck Mechanic, must be experienced with large size tractors and trailers. Good working conditions. Paid Blue Cross, life insurance, disability and pension plan. Teltschak Trucking, Inc., 12300 Farmington Rd., Livonia. 422-2420

CREW BOYS
To work after school hours. Flexible, good commission. Birmingham area. Call:
644-1100, Ext. 234

SHEET METAL or Body man, experienced with large Diesel Trucks, will consider full or part time. Teltschak Trucking, Inc., 12300 Farmington Rd., Livonia. 422-2420

TOP SALARY

We need qualified women for Gift and Accessory Department, also cosmetician. Women with experience preferred. Full time Opportunity unlimited, fringe benefits. Birmingham - Bloomfield area. Sherman Prescriptions, Maple & Lahser. 647-4900

MATURE Responsible woman for light telephone work, evenings, start immediately. $2 an hour plus bonuses. Apply P.A.S. Suite 188, Clawson Bldg. 22109 Providence Dr. Southfield 559-1290

PENSION DEPT. ADMINISTRATOR

With actuarial experience. Send resume to Box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED BAR MAID. Midland area. 644-7915

DeVlieg Jig Mill Operator

Looking for good man, make own set ups. Top wages and benefits to right man. Apply
9033 General Dr.
Plymouth

EXPERIENCED waitress, lounge and restaurant. Milford area. 684-7915

ATTENTION Beauty Operators

CAREER OPPORTUNITY
Are you an experienced hair colorist? Don't miss this chance to become an expert in one of Michigan's finest salons. For confidential interview call: 626-7176

KEYPUNCHER work an "on call" basis, evening hours, experience necessary, northwest suburbs. 352-2292

COOK

We are looking for a cook with some experience in quantity food preparation. This is strictly a part time "on call" position which would involve only 2 or 3 days a month or as needed. If you are interested in working in a pleasant surrounding with a friendly staff, call Personnel between 8:30-10 AM only
MetropolitanHospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

TOOL MAKER

Experienced tool maker. Must be able to run all machines. Top pay and benefits. Apply
9033 General Dr.
Plymouth

500 Help Wanted

COLLECTION PERSON, full time. Salary plus bonus. Call Mr. McDonald. 272-6700

SERVICE STATION ATTENDANTS, needed full and part time. All shifts available. Apply in person Texaco Service, 18931 W. 7 Mile or 19401 Grand River, corner of Middlebelt or Gulf Service, 15100 W. 7 Mile.

ALL AROUND GRINDER HAND

Apply Mattison, Surface, External, etc. Days, 58 Hours. Benefits.
Arrowmith Tool & Die
23811 Telegraph
Southfield
An Equal Opportunity Employer

DRIVER-SALESMAN, responsible, good driving record and work independently. After 2 PM. 531-3051

BRIDGEPORT OPERATOR

Small plant in suburban Plymouth needs top notch man. Apply:
9033 General Dr.
Plymouth

SERVICE STATION Man, experienced, local references, 6 days. Salary and benefits. Only those seeking permanent employment need apply. Union 76, at Square Lake and Woodward.

COOK

Some broiler experience. Evening shift. 4 PM to closing. Paid Blue Cross. Good working conditions, good fringes. Apply in person after 2:30
Machus Red Fox
6676 Telegraph
Near 15 Mile Rd.
Birmingham

MAN for steel cut-off work in small tool shop. Overtime and full benefits. 476-4181

IT'S FUN To Work At FARRELL'S

Full and part time positions now open for day help. Apply Monday through Friday 2 to 4 PM. Appearance counts. 16 and older PLEASE.
Farrell's
ICE CREAM PARLOUR RESTAURANT
29295 Southfield Rd.
(North at 12 Mile)
Southfield
An Equal Opportunity Employer

RETIRED gentleman to work part time evenings in Garden City area funeral home. Write Box 929, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Mich 48150

SPORTS OFFICIALS

BASKETBALL IS PER GAME
WINTER RECREATION
-PLAYLEADERS-
$2.50 $3 PER HOUR
At least 19 years old. To officiate BASKETBALL or VOLLEYBALL. Apply to City of Livonia Civil Service Commission, 33213 Five Mile Rd.

BEAUTY OPERATORS with some clientele needed. Ask for Diane. Northville area. 348-9120 or 455-5595

SALES

Looking for a professional career in selling? A large international Life Insurance Company can help you decide if this is the field for you. We offer extensive training and outstanding fringe benefits. For an appointment phone
644-7571

APPRAISAL TRAINEE. Class room instruction and in the field training. Must be over 21, neat appearing and live in the Northwest Suburbs. Call Mr. Fox 476-6161

502 Help Wanted Dental-Medical

NURSES AIDES

No experience necessary. We will train. Midnight shift. Apply in person
WEST TRAIL NURSING HOME
395 W. Ann Arbor Trail
Plymouth

X-RAY Technologists

Good positions available for full time work. For information call:
GA 2-4033

DOCTOR'S Assistant and Receptionist. Livonia, Redford area. No weekends. 427-6333

502 Help Wanted Dental-Medical

CHALLENGING and responsible position immediately available for qualified, mature adult in Internist Office. Must be knowledgeable in all phases of front office and insurance. Experience also necessary in X-Ray, EKG, Injections, Blood Puncture and basic Lab. References required. Salary commensurate with experience. Call Monday thru Friday between 9 AM and 2 PM. 772-5535

RN's, LPN's

ALL SHIFTS
Full and part time. Flexible scheduling. Fully paid Blue Cross plus benefits. Contact Mrs. Powers 354-2222

LAHSER HILLS

NURSING CENTER
35300 Lahser Rd., Southfield

DENTAL ASSISTANT, Plymouth, experienced preferred, or intelligent enthusiastic girl interested in dental career, send resume Box 930, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150

COOK

Experienced in NURSING HOME with supervisory capabilities. Weekends now with potential for full time. Must have own transportation. Good pay and benefits. Pleasant surroundings. Apply 10-4, Monday through Friday. Mr. Cummings.
FARMINGTON NURSING HOME
30405 Folsom Rd. Farm.
477-7400

DENTAL ASSISTANT for 2-girl office. Experienced or will train right girl. 4½ days. Northland Medical Bldg. 355-3435 or 356-5145

NURSES AIDES

FULL TIME ONLY
Afternoon Shift
APPLY IN PERSON
Maycrest Manor
15475 Middlebelt, Livonia
427-9175

DENTAL HYGIENIST for office in Southfield. Excellent opportunity for competent girl. 552-7866

REGISTERED NURSES

FULL TIME & PART TIME
AFTERNOONS & MIDNIGHTS
Join a Health Maintenance organization. We are accepting applications for Registered Nurses interested in full time or part time work occasionally on afternoon or midnight shift. We offer excellent salary, including both shift and weekend premium, and an unsurpassed benefit program. If you would like to be considered for placement in our growing, comprehensive health care program and use your skills in providing total patient care call Personnel
MetropolitanHospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext 286
An Equal Opportunity Employer

LPN

Afternoon shift preferred, full or part time. Good starting salary, fringe benefits. See Mrs. Sapelak.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland Nr. Joy Rd.

RECEPTIONIST. Doctors office. Experience preferred. State size, qualifications and references. Box 964, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia 48150

R.N. SUPERVISORS

A LARGE Modern Hospital in Oakland County has immediate openings for 2 Registered Nurse Supervisors

OPERATING SUPERVISOR

Will assume responsibility of the operating room. Must have Experience in Surgical procedures. Salary commensurate with experience and qualifications

AFTERNOON SUPERVISOR

Registered Nurse to assume responsibility on the 3PM to 11:30 PM shift. Excellent salary, excellent fringe benefits. Send Resume and Qualifications to Box 945, Observer & Eccentric Newspapers, Schoolcraft Road, Livonia, Mich. 48150

NURSES AIDES, all shifts, full time. Heritage Nursing Home, 18200 W. Thirteen Mile, Birmingham 647-6500

RN'S or LPN'S

Midnight shift. Full time. Good benefits, steady work, pleasant surroundings. Immediate opening. Apply 8-4, Monday through Friday. Mrs. McCarthy.
FARMINGTON NURSING HOME
30405 Folsom Rd. Farm.
477-7400

502 Help Wanted Dental-Medical

DOCTOR'S OFFICE
Experience helpful but not necessary. Work in EKG, etc. Work in offices Troy & Detroit. Send resume to Box 942, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, 48150.

NURSES AIDE

Responsible mature women for the day and afternoon shifts. Apply in person.
WISHING WELL MANOR
520 W. Main St.
NORTHVILLE

NURSES, R. N.'s. Days, full time. R. N. midnights, full time. LPN, days, full time. Bedford Villa Nursing Home. Southfield

RN'S

Immediate full and part time positions available on afternoon and midnight shifts. Excellent salary and benefit package. Call or visit.
722-4400, ext. 321
Annapolis Hospital
33155 Annapolis Ave. Wayne

MEDICAL ASSISTANT for reception, bookkeeping, insurance. Work Birmingham area. Send complete Resume to Box 944, Observer & Eccentric Newspaper Inc., 36251 Schoolcraft, Livonia, 48150

RN-LPN

Midnights, full or part time shifts. Midnight aides full or part time for innovative program at progressive J.C.A.H. accredited extended area facility. Top wages. Contact Mrs. Unger from 9 AM - 4 PM. or 477-2000 for interview.
BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI

LPN

For part time position, 7 AM to 3 PM. In Convalescent Center, convenient to I-75 Pontiac. 335-8096

LPN

Enjoy a rewarding career working with the Retarded. Advancement opportunities and job security. Excellent salary and fringe benefits. Contact Personnel Department
PLYMOUTH CENTER
For Human Development
453-1500. Ext. 281
Mon.-Fri.: 8 AM - 4:30 PM
An Equal Opportunity Employer

NURSES Aids wanted. 3-11 shifts. Apply in person. 28550 Five Mile, between Middlebelt, Inkster Livonia.

LPN

CALL
8 - 3:30 PM
EASTLAWN
CONVALESCENT CENTER
Northville
349-0011 or 349-0012

RN-LPN wanted afternoons and midnight shift. Apply in person. 28550 Five Mile, between Middlebelt, Inkster, Livonia

Top Wages For Nurses Aides

All shifts. Full time. Call during business hours 9-4 PM.
EASTLAWN
CONVALESCENT CENTER
349-0011 or 349-0012

DENTAL Assistant. Excellent opportunity for ambitious charmide assistant. Large modern group practice. Salary open. Charisde experience a must. We are looking for that special someone. Call Sue. Southfield area 557-0470

NURSE, part time for Birmingham Office. Call between 9 AM & 5 PM. 644-6940 644-3310

CHARGE NURSE

Needed for nights. Full time. Monday through Friday, 11:30 PM to 8 AM. Excellent pay, fringe benefits and good working conditions. For interview call Miss Yancey RN at
531-7200
Presbyterian Village
in Redford Twp

DENTAL ASSISTANT, full time chairside receptionist. Northville office, mature, responsible, experience appreciated. Call after 7 P.M. 453-2141

MEDICAL ASSISTANTS
Busy downtown Detroit office needs competent aides requiring minimum supervision to assist doctors with patients. Some typing ability required. Previous medical experience helpful but not mandatory. Will train career minded individuals in x-ray, etc. Good salary plus benefits. Send complete resume to box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150

CERTIFIED Dental Assistant. Intelligent and quick. Bloomfield Reply Box 951, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan, 48150

NURSES AIDES

FULL OR PART TIME
ALL SHIFTS
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

NURSES AIDES needed. Days, afternoons, midnights for new addition. Will train. Call Mon. thru Fri 9 AM till 3 PM. DORVIN Convalescent & Nursing Center. 476-6550

NURSES AIDES

All shifts, full or part time, training classes now forming for mature ladies. Get paid while you learn. Modern nursing home. Competitive wages. Good benefits.
OAK HILL
Nursing Home
477-7373

504 Help Wanted Office-Clerical

GENERAL OFFICE
VARIED Duties, no routine, plus great area. Good pay. Great Benefits. Call 557-2334
ADANAC
15900 W. 10 Southfield

SECRETARY
BEAUTIFUL office in this area. Needs good skills, call 557-2334. No Fee.
ADANAC
15900 W. 10 Southfield

MTST typist, will train, must be a typist. Excellent opportunity. Salary $525 a month. Good benefits. Company pays our fee. Barbara Good Professional Personnel. 557-4810

504 Help Wanted Office-Clerical

BOOKKEEPER

Through Trial Balance. One girl office. Pay commensurate with experience.
JAY TOOL & DIE
12380 Globe
LIVONIA
261-9210

JUNIOR BOOKKEEPER for suburban travel company. Must be flexible. Posting to general ledger. $600. Company pays our fee. Call Laura Frost Professional Personnel 557-4810

Permanent

STAFF

Company
Some Shorthand?
Even very little skills can get you at $410 week in this friendly office. Accurate typing most important. Are you ready for a change? Call 478-1213 (till 8 pm) Personnel.

IF YOU CAN TELL IT YOU CAN SELL IT
If you have a good speaking voice, then you can earn $100 a week and more in our pleasant, modern office in Southfield working 4 hrs. a day arranging interviews for our executive salesmen. Contact Mr. Stillman at 968-1481

GENERAL OFFICE. Some dictaphone. Near Southfield. Some experience, salary $500-$550. Motor City Employment. 559-0550

SECRETARY

Full time permanent position for Secretary experienced in German stenography. Will work for local attorney. Prefer experience working in Germany. Ask for Grace.
HILLSTROM & ROSS
AGENCY
Southfield 557-3007

People Greeter

Like to work with people? Your experience and personality will win this. Great benefits! Call 352-3000. Choate & Choate Personnel

NEED help to work in computer department. Monday - Saturday 9 - 4 PM. Basic office skills, adding machine. Typing rate of 35 words. Start Call 642-7895 Ext. 301

Secretary NO FEE

Work directly with President of company. Deal with professionals. Skills should be good. Call now 352-3000. Choate & Choate Personnel

ACCTS. RECEIVABLE CLERK
Birmingham Company. Experience and some advanced education required. Great benefits. $550 Fee paid.
Lois Ray Personnel
559-0560

MTST. $535 Fee Paid. Increases come fast. Southfield. Call Mrs. Evans. Suburban Personnel 477-9840

TROY TYPIST $625 No Fee

Great job for good typist who wants job with future. Progressive group of professionals needs outgoing type who can also handle some receptionist duties.
THE FREE AGENCY
8:30 - 8 pm
354-3210

NO SHORTHAND? SOUTHFLD $650 No Fee

Top spot for "go getter" who works well on own. You will have your own office in this fast growing respected firm and receive first raise in 3 months
THE FREE AGENCY
8:30 - 8 pm
354-3210

BOOKKEEPER, part time, variety possibilities, 3-4 hours a day, 5 Days per week. Oak Park. Call Ms Abele. 398-4300

TYPIST TALKER

Front desk job for promotable high school grad who has average typing and phone pleasant voice. Southfield company. $93 $100 week, no experience needed. Call 559-7755 till 8 pm daily. Personnel.

PERMANENT STAFF CO.

GENERAL OFFICE Southfield - 10 Mile area. Varied duties. Must be reliable and have pleasant personality. Call Mr. Kosko 557-1500

SECRETARY

Excellent position for intelligent bright person. Light typing, good at office, no shorthand required. Good salary, plus several fringes. Pleasant working conditions in Southfield location.
355-2557-8-9
Ask for Al Norris

SECRETARY
1 girl office. Light bookkeeping shorthand preferable, interesting, diversified position. Top money for right person. CALL 689-2940

SECY TRAINEE

Careful shorthand and average typing will start personable beginner on Southfield job with career potential. $115 week while you learn of office procedures from pros. Call 559-7755 (open till 8 pm) Personnel.

PERMANENT STAFF CO.

PART Time Bookkeeping and general office work. Downtown Birmingham. Call: 647-5172

Permanent

STAFF

Company
People Greeter
Well groomed person with careful typing and winning smile will start earning $425 month in Greenfield and 8 Mile area. Call 559-7755 (till 8 pm daily) Personnel.

504 Help Wanted Office-Clerical

SECRETARY
Manufacturers Agent, Adams Square Bldg. 3 girl office. Typing experience and maturity. Reply Secretary, P.O. Box 435, Birmingham, 48012.

Permanent

STAFF

Company
North Suburban Starter
Ideal spot for beginner with careful typing and urge to earn $100 week. Lots of variety and good raises here! Call 542-3143 or come to 18385 Woodward for your interview. (Open till 8 PM.) Personnel.

OFFICE help - Part time. Beverly Hills office needs competent person to assist busy secretary with clerical duties from 1 - 5 PM. 3 or 4 afternoons weekly. Salary commensurate with ability. No experience necessary. Students welcome. Send resume to Box 965, Observer & Eccentric, 36251 Schoolcraft, Livonia, 48150

Permanent

STAFF

Company
Sunny Smiler-$450
Great customers, type and enjoy small office variety. Late but accurate typing will start with a salary that will grow - quickly. call 478-1213 for convenient personnel service interview. (open till 8 PM daily).

LEGAL SECRETARY trainee, type 60 WPM, no shorthand, some office experience, fee reimbursed. $600 month. Towne Personnel West 274-7250

Permanent

STAFF

Company
Careful Typist
need not be super speedy for this job. Conscientious person with some office experience earns $100 - $120 week. Full benefits. Call 478-1213 till 8 PM for convenient personnel service interview. (open till 8 PM)

LEGAL SECRETARY 2 years experience to $180 week. Towne Personnel West 274-7250

S'FIELD STARTERS

Several outgoing beginners can start earning $450 month in brand new Southfield office. NO EXPERIENCE NEEDED. Call 559-7755 (till 8 pm) Personnel

PERMANENT STAFF CO

PRODUCTION TYPIST 60 WPM, to $525 month. Towne Personnel West. 274-7250

ADVERTISING BILLING CLERK

Immediate, full time opening for a Billing Clerk in our Advertising department. Must have accurate typing with average speed, good figure aptitude a must. Must be able to work overtime when needed during promotional season. Good starting salary and excellent company benefits. For more information, contact Mrs Pettrena at 963-7765, ext. 237
Cunningham's
Drugs, Inc.

SECRETARY no shorthand, some bookkeeping for law firm, fee reimbursed. $600. Towne Personnel West. 274-7250

Administrative Assistant

Southfield professional firm has opening for top-notch, experienced Administrative Assistant. Successful applicant must have excellent office skills and be able to assume responsibility. Very nice working conditions and congenial co-workers. Top salary and opportunity for advancement for right person. Reply in strictest confidence to Mr. Young, P.O. Box 484, Southfield, Mich. 48076

LEGAL SECRETARY TRAINEE, good typing and shorthand. $130 week, plus COL. Towne Personnel West 274-7250

Permanent

STAFF

Company
Jr. Typist
High school grad with some work experience will start out earning $500-$550 month in lovely west suburban office. Your careful typing needed. Will start call 261-2111 or visit us at 32013 Plymouth till 8 pm. Personnel

ASSISTANT BOOKKEEPER, some experience on NCR 3000, peg board, general office. Apply 12130 Greenfield Rd. N. of Plymouth Rd.

CAREFUL TYPIST

that's what this prestige west suburban Company is searching for! Start now on super interesting job with public contact and earn $100-$130 week. Call 261-2111 for more information. Open till 8 pm at 32013 Plymouth. Personnel
PERMANENT STAFF CO.

DENTAL CLAIMS processor, dental experience to $120 week. Towne Personnel West 274-7250

Permanent

STAFF

Company
Figure Fancier
... if you're not much on typing BUT you do have good figure sense, call now for this one! You'll earn $100 week to start with promise of steady advancement. Some experience preferred. Call 559-7755 or come to 26852 Southfield. (open till 8 pm) Personnel

SECRETARY - CLERK TYPIST. Part time. Set your own hours. In Vicinity Farmington Rd. - 12 Mile, Farmington Hills 478-3080

PERSON for customer service department with some office experience, able to talk with customers on the phone. 8:30 to 5 PM, 5 days a week 652-7825

Permanent

STAFF

Company
Smiling 'Greeter'
Take front position in this suburban office where you'll type, answer phones and enjoy plenty of public contact. No experience needed here! Call 261-2111 (open till 8 pm daily) Personnel.

504 Help Wanted Office-Clerical

Set forth below is a partial list of positions available through our agency. In most instances, our fees are paid by the company we represent.

RECEPTIONIST for construction company. Beautiful surroundings. Typing skills necessary. Full benefits. Hours, 9 AM - 5PM plus Christmas bonus.

GIRL Friday with good typing skills plus bookkeeping for suburban firm. Start at $500 with generous increases. Full benefits plus bonus.
ACCURACY PERSONNEL
Southfield 358-2011
Birmingham 642-3050

GIRL, Friday. General office and related duties. Good manufacturing company. Position includes daily contact with salesmen and customers. 1 girl office. Apply in person 20711 Industrial Rd. Livonia. 476-8300

Permanent

STAFF

Company
Outgoing Attitude
AND some shorthand, too? Make a career stop with outstanding northwest suburban company. Earn $420 week. Learn and advance quickly. Call 478-1213 and come to 32013 Grand River (open till 8 pm for convenient personnel service interview)

KEYPUNCH operator 6 months experience full time. Monday through Friday 12 PM - 8 PM or 5 P.M. Experience on 5496 Data Recorder. Apply in person. The Hearthside, Inc., 11845 Mayfield, Livonia

BOOKKEEPER FULL CHARGE

Well established Birmingham area firm has opening for full charge bookkeeper. Typing required. Outstanding opportunity with starting salary $900-950 Month. Excellent benefits and working conditions. Reply in confidence to Mr. Crosby, Box 484, Southfield, MI 48076

GENERAL OFFICE
Livonia area, billing, phone payroll. Send resume of salary desired and experience P.O. Box 1021, Franklin Village, Mich 48025

CLERICAL TYPIST

Needed for busy sales office. Must be mature and responsible. Accurate typing and courteous phone manner a necessity. Good benefits. Birmingham location 8 AM- 5 PM. 644-1100 ext 349

TYPIST AND GENERAL Office Duties. Salary with fringe benefits. Reply to Box 938, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WIXOM City Offices has a opening for a Clerk-Typist who enjoys meeting people and working with the public. Must be able to type 50 words a minute and enjoys answering the phone.
APPLICANTS MUST BE:
1. Residents of Oakland County.
2. Unemployed 30 days or.
3. Under employed (30 hours per week) or annual income below poverty level
Contact: June Buck, Wixom City Clerk, at 624-4557. Monday - Friday.

EXPERIENCED TYPIST
FOR ART STUDIO
Call for Appointment
557-5713

Sec'y-Bookkeeper

Typing, light shorthand, book keeping useful, experience necessary. Southfield area

Call Mr Mannisto 358-5040

INVENTORY Material-Production Control Clerk. Some purchasing. Must be accurate and like figures. Good typing and penmanship required. Company benefits. Inquire in person or send resume & Salary Requirements to SIGNAL TONE CORP., 34029 Schoolcraft Rd., Livonia

Temporary Assignments FOR SECRETARIES STENOGRAPHERS KEYPUNCH OPR'S Day & Afternoon Shifts

WITT GIRL

Call 545-6828 for office near you. In Livonia area call 525-0330 Mon., Thur., Fri. 10 to 3 PM.

BOOKKEEPER, challenging full time position for fast growing Southfield firm. Must be able to handle client contacts as well as bookkeeping duties. Excellent working conditions. Paid benefits. Salary open. Please call Mr Vauch. 354-4290

OFFICE MANAGER
W. Sub Area - Fast-moving Ad Agency requires a sharp, savvy, personable individual with experience in supervisory and central office management. Must have some purchasing and accounting background. Familiar with most office machines. Send resume and salary requirements to Box 913, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GIRL FRIDAY
needed for Retail Store, some experience helpful but willing to train. Plymouth - Farmington Rds area
CALL 525-4600
AUDIO LAND

ART-ORIENTED?
$550 FEE!
Art degree or experience gives you opportunity to learn retail and use talent - Call Pat Kelly.
588-5400
SNELLING & SNELLING AGENCY

TELEPHONE Solicitors. Experienced only. Terrific pay. Southfield office. Pleasant working conditions. Terrific bonus. 557-2450

PERSON with clerical experience in shipping & receiving, transportation, or warehousing. Some light typing. To work in Livonia. Please submit brief resume giving work experience and availability. Box 918, Observer & Eccentric, 36251 Schoolcraft, Livonia, 48150.

FRIENDLY SALES SECRETARY
Be your own boss in this beautiful office managing the district manager's affairs. Your top secretarial skills will be appreciated. Immediately. $740. Call Lee Larson.
353-6500
SNELLING & SNELLING AGENCY

504 Help Wanted Office-Clerical

GAL FRIDAY
No Typing, no shorthand necessary, organize records, make appointments, learn new skills. $120 per week. Southfield. Call John Laville. 557-2450

ADVERTISING WHIZ
$650
VP needs personal assistant now. Secretary who has creative background gets this! Call Pat Kelly.
588-5400
SNELLING & SNELLING AGENCY

BOOKKEEPER, fully experienced for payroll, accounts payable and receivable. NCR bookkeeping machine experience essential. Monthly journal entry experience. No brokers. 8 Mile and Middlebelt area. 477-6650

ADMINISTRATIVE SECRETARY
Great opportunity to use your good skills and take charge ability. Start immediately. Excellent benefits. 100 $600 Call Carl Gibson
353-6500
SNELLING & SNELLING AGENCY

SECRETARY
Mature young woman for small Marketing Division at west side location. At least 3 to 5 years previous experience. Mostly typing. Excellent typing & shorthand skills required. Excellent benefits. Call for appointment. 477-3225

Maintenance Man

Opportunity for college student or retiree. Office in Livonia requires janitorial service with light shop maintenance. Daily 4-6 PM. Permanent position. Must be dependable, conscientious, own reliable transportation. References required. Send brief resume with prior work experience and hourly pay requirements to Box 910, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER-ASSISTANT
Basic bookkeeping knowhow is all you need to land this spot with very, very interesting Call today. Start your new job tomorrow. $500 plus. Carol
353-6500
SNELLING & SNELLING AGENCY

BOOKKEEPER-TYPIST
Excellent opportunity. Must be efficient, capable, dependable. Salary commensurate with experience. Modern office near Livonia Mall. Write to Box 922, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST

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