500 Help Wanted

CASHIERS-needs most counter clerks. Some experience helpful. Apply MOORE'S FRUIT MARKET, 12 miles W of I-96, 30350 Joy Rd., Livonia.

AUTO WASH attendants, mechanics. Plymouth area. 455-0660

FITTERS

PLATE WORK EXPERIENCE
Would you change jobs for the HIGHEST RATES in the Detroit Metropolitan area?
Company paid hospitalization, cost of living, life insurance, work uniforms, vacations, etc.
6 permanent positions are available at this time.
APPLY
ENVIRO-FAB
12560 Beech Daly, Detroit
937-2000
An Equal Opportunity Employer

WAITRESSES-BAR MAIDS, days and nights. Southgate area. 283-8450

OFFICE MANAGER
Construction and/or Property Management. Experienced male or female. 645-7681.

FURNITURE UPHOLSTERERS, top wages for experienced upholsterer. Tyndall Inc., 477-3636

AIRLINE TICKETING COURSE
See Education - Instruction classification 0181.

KELLER OPERATOR
FOR NIGHT SHIFT
Some experience
Apply
HOSTESS, full or part-time, afternoons, midnights and weekends. Apply in person between 9 am - 12 noon. Dunkin' Donuts, 26740 Telegraph, Southfield.

GUARDS, full and part-time. Must have car and phone. Immediate openings. Call 9 AM-5 PM - 535-0670

GUARDS

FULL & PART-TIME
All shifts available
GOOD PAY
Excellent benefits
255-2600

BRIDGEPORT OPERATOR Experienced. Apply in Person Marion Tool Manufacturing Corp., 12960 Wayne Road, Livonia

PROVIDE FOSTER CARE for retarded children or adults in Wayne County. Receive financial assistance and professional support. Contact Wayne Center. 462-2988

MALE and FEMALE applicants needed for positions open. 139 W Maple, Madison Heights
Birmingham Employment Bureau

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT to work in doctor's office Birmingham area. Full-time. 644-7944

PART-TIME Dental Receptionist. Some assisting, must have computer knowledge or insurance forms. Send resume to Box 896, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

KITCHEN help, part-time. Call Mrs. Doolin, Hendry Convalescent Center, 105 Haggerty Rd. 455-6510

EXPERIENCED DENTAL Secretary wanted. Northville area. Call 349-7050

DENTAL RECEPTIONIST
To $150 per week Manage front for busy practice. Appointments, insurance, etc. Past experience in assisting helpful
DR. PERSONNEL - AGENCY
Northland Medical Bldg.
569-5254

NURSE ATTENDANTS
RN, full or part-time. LPN, full-time. Northwestern Bedford Villa Nursing Home, Southfield. 557-3322

CHEERFUL mature receptionist assistant for busy Dearborn dental office. Experience preferred, but not necessary. Will train. Send resume to Box 896, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXPERIENCED, reliable, accurate medical transcriptionist. Southfield area. Call 557-4711

CHAIR SIDE ASSISTANT for Progressive practice in Plymouth. Salary & benefits commensurate with experience and assistance needed. Resume to: Box 892, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL RECEPTIONIST
4½ days, no Wed. Must know insurance billing and handle all front. Benefits, excellent salary
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

GENERAL dental and receptionist work for busy Dr's office in Southfield. Knowledge of dental terminology desirable. Call between 9 & 5 AM for appt. 557-5490

RECEPTIONIST Wanted for X-Ray office. Part time. Must be knowledgeable in insurance billing. 557-4133

DENTAL TECHNICIAN
Experienced finisher for crown and bridge lab in Southfield area. Phone. 557-1820

MEDICAL ASSISTANT for N.W. suburb, Internal Medicine - Allergy office. Good pay and benefits for experienced individual. Send typed resume to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DOCTOR'S OFFICE, Northwest Detroit. Position available for graduate from office assistant program. Individual must be knowledgable in means of medical insurance billing, Blue Shield, Medicare, Medicaid, etc. Good typing a must. Will train mature and responsible individual. Excellent salary. Preference to those with computer background. Will train to help attain top position. Salary commensurate with experience. Pleasant working conditions. To schedule interview call 862-1400

RECEPTIONIST - OFFICE MANAGER for pleasant dental office in Livonia. Must type, do insurance, make appointments and be cheerful. 522-5311

NURSE AIDES

Part-time, weekends, midnight shift. 11 PM to 7 AM. Excellent pay, good working conditions. Suburban location.
Presbyterian Village
In Redford Twp.
531-7200

MEDICAL ASSISTANT - Westland experienced lab, X-ray, EKG, patient contact, filing. Career minded. 8056 Merriman, Westland. Ask for Mrs. Nagy

DENTAL RECEPTIONIST, full-time, some 4 handed chairside. Northville, Plymouth area. 349-1616

MATURE WOMAN - experienced only, as a Dental Receptionist. Pay board and insurance required. Farmington. 477-3797

NURSING SUPERVISOR
Full-time position on afternoon shift in modern, air conditioned 100 bed facility. Located in Psychiatric Hospital. Leadership, administrative, teaching and supervisory abilities required. Attractive salary and benefits. Contact Director of Nursing.
KINGSWOOD HOSPITAL
Ferndale 313-398-3200

DENTAL ASSISTANT for children's dental practice in Birmingham. Experienced or formal education necessary. Full time. Send resume to Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY CLERK TYPIST

Mature individual with good typing skills (60-65 w.p.m.), some shorthand and dictaphone experience to be "right-hand" person for busy executive office. Must be sharp, aggressive, and able to take pressure. Must be good organizer and have excellent memory. Minimum 3 years general office background.
Good salary and complete benefit package. Apply by confidential resume including salary requirements to:

Shatterproof Glass Corporation

4815 Cabot Avenue
Detroit, Michigan 48210
An Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

MEDICAL-DENTAL SUBURBAN

MEDICAL RECEPT: $600 Plus. 3 doctor specialty practice in FARMINGTON area needs person experienced in all front office duties, including insurance forms. Opportunity for advancement. 9-5. Mon. through Fri.
DENTAL SECRETARY. $500 Plus. BIRMINGHAM Dentist seeking person experienced with all insurance forms. Type 50 wpm, dictaphone. Some bookkeeping experience. 4½ day, no Sat.
Town & Country
EMPLOYMENT CENTER
Medical/Dental Div.
19150 Merriman, Livonia
474-1717

ATTRACTIVE gals, under 40, writing sales work. 10 AM - 2 PM. Super personality a must. Farmington area. Call Sandy after 5 PM 476-7527

NURSE AIDES

All Shifts. Full-time, experienced preferred but not necessary. Apply in person.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farmington
Between Grd. River & 8 Mile

DOCTOR'S OFFICE. Northwest Detroit. Immediate position available for mature "take charge" individual as Medical Assistant. Will train responsible and dependable person. Pleasant office and good benefits. Send written reply stating qualifications and experience to Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

OPTOMETRIST'S Office receptionist - assistant, downtown Birmingham. 644-6777

EXPERIENCED EEG Technologist for large medical clinic in North Woodward area. Excellent fringe benefits. Call:
RNs & LPNs, full-time Afternoon Shift. Apply Arnold Home, 18529 W. 7 Mile. KE 1-4061, Ext 34

RN-LPN

Afternoon and midnight shifts Full time. Good starting salaries, modern facilities. See Mrs. Ferguson.
Nightingale West
6365 Newburgh Rd.
Westland, Michigan
An Equal Opportunity Employer

MEDICAL transcriptionist, experienced, excellent pay. Southfield area. 557-6711

NURSES-RN'S, LPN'S, full and part-time. Good benefits. Apply Lahser Hills Nursing Center, 25300 Lahser Rd. Southfield. 354-3222

DENTAL ASSISTANT
Experienced preferred. Full-time, please call Livonia. 525-1200

DENTAL RECEPTIONIST for congenial multi-staff Plymouth practice. Challenging position, experience preferred, send resume to Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL SECY

For established practice in Plymouth-Canton area. Full-time. Good pay, good hours. Send resume to: Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL RECEPTIONIST wanted for busy pediatrician's office, must have experience on phone, calling, and insurance. 40 hours, 10 - 6 with Wed. & Sun. off. Good benefits. Call between 10 - 2 Mon thru Fri. 477-4122

MATURE DENTAL Receptionist Southfield area. 4½ days. Send resume in own writing including salary desired and typing speed to the ability. Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

OPTOMETRIC ASSISTANT needed for Westside office. Full-time. 427-0300

RECEPTIONIST - OFFICE MANAGER for pleasant dental office in Livonia. Must type, do insurance, make appointments and be cheerful. 522-5311

NURSE AIDES

Part-time, weekends, midnight shift. 11 PM to 7 AM. Excellent pay, good working conditions. Suburban location.
Presbyterian Village
In Redford Twp.
531-7200

MEDICAL ASSISTANT - Westland experienced lab, X-ray, EKG, patient contact, filing. Career minded. 8056 Merriman, Westland. Ask for Mrs. Nagy

DENTAL RECEPTIONIST, full-time, some 4 handed chairside. Northville, Plymouth area. 349-1616

MATURE WOMAN - experienced only, as a Dental Receptionist. Pay board and insurance required. Farmington. 477-3797

NURSING SUPERVISOR
Full-time position on afternoon shift in modern, air conditioned 100 bed facility. Located in Psychiatric Hospital. Leadership, administrative, teaching and supervisory abilities required. Attractive salary and benefits. Contact Director of Nursing.
KINGSWOOD HOSPITAL
Ferndale 313-398-3200

DENTAL ASSISTANT for children's dental practice in Birmingham. Experienced or formal education necessary. Full time. Send resume to Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

EKG TECHNICIAN, experienced, some sports car, excellent salary. Detroit Metropolitan area. 647-5700

MEDICAL ASSISTANT. Westland Internal Med. lab, X-Ray, EKG. Patient contact, full or part-time. References. 8056 Merriman, Westland. Ask for Mrs. Nagy. 421-4228

DENTAL FRONT office, chairside experience necessary, typing, filing, etc., salary pleasant personality, Call Mary. 537-2082

NURSE AIDES

FULL OR PART TIME
ALL SHIFTS
Apply in person between 9 & 4 PM.
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RN'S-LPN'S-AIDES
Needed immediately for part-time and full-time positions Call HEALTH MART
RN owned and operated
569-2585

DENTAL HYGIENIST, part-time or full. Preventive oriented. Northville. 348-4210

NURSE'S AIDS ORDERLIES

All shifts. Experienced preferred, but will train. Apply at
Dorvin Nursing
& Convalescent Center
29270 Ford Road, Livonia
476-0550

HOUSEKEEPER - day shift, full or part-time. Apply Hendry Convalescent Center, 105 Haggerty Rd., Plymouth.

NURSES AIDES - all shifts, full or part-time, will train. Apply Hendry Convalescent Center, 105 Haggerty Rd., Plymouth.

RN's, afternoons, full or part-time, days, part-time. For Bedford Nursing Facility, working conditions. Apply: Hendry Convalescent Center, 105 Haggerty Rd. Plymouth.

504 Help Wanted Office-Clerical

PART-TIME office girl, 3 days per week, 1-75 & Crooks Rd. 583-2220

LEGAL SECRETARY

6 to 10 years legal experience Administrative ability. Excellent typing. Southfield firm. $866 Per week
LOIS RAY PERSONNEL
559-0560

FULL-TIME Position for mature legal with at least 2 years secretarial experience. Must be familiar with shippers, invoicing, maintaining customer accounts, excellent typing skills and pleasant telephone personality. $600 per month should good fringe benefits. Apply 1200 Lahser Road, Livonia Saturday only. March 12th, 9 AM til noon.

BOOKKEEPER - Experienced thru Trial Balance, Payroll & Food business background - a plus. New General Motors Office fully furnished, salary to $12,000 annually and Fee paid

GENERAL OFFICE, previous office experience helpful. Light typing. Accurate with figures. Farmington area. Call between 8 - 4 427-2041

SMALL organization needs individual to type invoices & correspondence. Answer phones, some light work. For appointment, call 543-9500

ACCURATE Typist for medical reports 50-60 WPM. Medical Terminology desirable but not necessary. Call between 9-2 Ask for Phyllis. 273-4590

BOOKKEEPER

National women's fashion store in Northland Handle cashier responsibilities, record keeping, reports, payroll. Salary commensurate with experience, full benefits Call for appointment
962-3299

INSURANCE permanent office position. Mature person, girl with proper attitude, preferably 20-30 years of age. Typing & shorthand required. Call 732-8700

SECRETARY PART-TIME
Multi-line insurance office in Birmingham is looking for someone with good shorthand & typing skills who would be available to fill in when our work load is heavy & during vacations. Call Mrs. Christian 9AM-5PM 644-0086

LEGAL SECRETARY - Experience. But not necessary, general office duties. Approximately $500 monthly. Plymouth 459-3620

SECRETARY for large Southfield firm. Excellent typing and shorthand required. Salary $180 per week, plus benefits. Fee Paid.

SECRETARY for busy Oak Park firm. Career position that requires ambitious personality and excellent typing. Salary $150 to $160 per week, plus benefits. Fee Paid.

TYPIST & GENERAL OFFICE position for Birmingham firm. Good typing required. Salary $600 per month, plus benefits. Fee Paid.

EXECUTIVE SECRETARY - BOOKKEEPER for Troy firm. Complex and diversified position that requires bookkeeping experience through trial balance. Excellent typing and a desire for a career. Salary $750 to $1000 per month, plus benefits. Fee Paid.

ACCURACY PERSONNEL
642-3050 358-2010

EXPERIENCED bookkeeper, part-time for medical and Southfield law firm. Ask for Carol. 355-0022

PART-TIME office help wanted, good typing preferred. Apply in person Monday through Friday from 9:30 AM to 3:30 PM. WILLIAMSBURG Cleaning Service, 21017 Middlebelt, Farmington, between Grand River & 8 Mile

EXPERIENCED bookkeeper 4-5 days a week. W. Bloomfield. 851-9933

SECRETARY EXECUTIVE

Good secretarial skills and ability to assume diverse responsibilities required - for Northwest Detroit firm. Very good advancement potential. $750 - $800 month. Blue Cross, Pension Plan, Insurance Plans, Excellent Working Conditions. Congenial Co-Workers. By Mail Only. Send resume in confidence to Mr Cole, P. O. Box 484, Southfield, Mich 48037. Equal Opportunity Employer

CAREER Secretary for sales-service office, in Southfield. Immediate opening for secretary in progressive office experience. Excellent typing, shorthand skills and record keeping required. Good English construction skills and telephone required. Shorthand skills desirable. Duties to include direct telephone contact with customers and factory personnel. We are an equal job opportunity employer (M/F) and seek responsible person from qualified monthly candidates. Bailey Motor Co., 25111 Telegraph, Suite 202, Southfield.

RESPONSIBLE, mature person with light typing and shorthand skills! Wanted to handle phones. Wages commensurate with experience. 862-8888

504 Help Wanted Office-Clerical

SECRETARY - Must be a good typist and able to take dictation. Knowledge of real estate helpful but not essential. Pontiac area. Call Mrs. Brenda Davenport at our Southfield office weekdays between 9-12 noon. 569-2800

PART-TIME, DAYS. Apply in Person. Highland Appliance, 32460 Plymouth, Livonia.

Personnel Clerk

Permanent position responsible for the record maintenance of insurance programs, including...claims processing, preparation of monthly insurance reports, testing of clerical applicants and maintenance of permanent employment records. Must have good typing and clerical skills and the ability to perform work of a detail nature. Must handle work assignments in a confidential manner.
Minimum of 2 to 3 years working experience. If interested, please send resume detailing salary requirements to: Personnel Dept., P.O. Box 1179, Detroit, Michigan 48231
Equal Opportunity Employer M/F

WE need a mature person for customer services-estimates and/or inventory control clerk. We are a quality furniture company with offices in Livonia. Excellent benefits-fringes Send resume with phone number to Box 2441, Livonia, Michigan 48151

LEGAL Secretary for Birmingham law firm. Work concentrating in corporate and estate planning. Excellent typing and light bookkeeping required. 645-1310

SECRETARY, immediate opening, airline district marketing office. High school graduate, minimum 2 years secretarial experience, 40 plus wpm typing, 90 plus wpm shorthand (Gregg) and ability to draft routine correspondence & have excellent telephone manner. Send resume, salary requirements. Medical, dental, life & retirement with liberal paid vacation. Qualified applicants should submit complete resume detailing work experience to Airline Industry District Marketing Mgr., Ozark Airlines, Inc., 17320 W-8 Mile, Bldg. 11, Suite 101, Southfield 48075.
An Equal Opportunity Employer

SECRETARY

Southfield C.P.A. firm seeking qualified secretary. Must have proficient secretarial skills, excellent working conditions. Salary commensurate with ability.
352-0802

OFFICE CLERK, part-time. North Woodward Area Suburban School District, 1 PM - 9 PM. 28 hours per week $3.30 to $4.46 per hour $5 WPM typing and pleasant personality a must 547-5090

TYPIST and general office. Southfield area, excellent typing skills, salary commensurate with experience, fringe benefits 559-5750

TYPIST-CLERK Beech Daly, 5 Mile area, part-time 534-2501

REAL ESTATE

RECEPTIONIST TYPIST
Part-time and evenings, 5-9, and weekends, on a rotating schedule with another girl.
522-8000

EXECUTIVE SECRETARY

Expanding office, Somerset area in Troy, is hiring full-time or full-time qualified Secretary. Require shorthand and excellent typing. Opportunity for advancement. Reply: Box 792, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERK-TYPIST trainee. Southfield insurance office. Hours 9 to 5. Call Mr. Jarvis 355-3000

GENERAL OFFICE
Southfield area. Mon - Fri., 9 AM - 1 PM Typing, filing, phone. Call 9 AM - 1 PM only. 358-0401

SKILLS A LITTLE RUSTY?

KELLY GIRL offers you a chance to increase your typing speed with a new exciting method in intensive study. Become a KELLY GIRL employee, and enjoy a variety of long and short term temporary assignments in the Detroit, Oakland & Southfield Offices also located in Bloomfield Hills, Livonia and Madison Heights

Kelly Girl
A DIVISION OF
KELLY SERVICES
Not an agency - never a fee
Equal Opportunity Employer M/F

CLERK-TYPIST
Full-time salaried position for an experienced typist on the day shift Duties include typing, filing, & computer entry. Call
THE WHALL CORP
626-8483

ACCOUNTANT for medium sized automotive stamping plant. Experience in A/P, A/R, G/L and office procedures. Send resume including salary desired to: 6771 Haggerty Rd., Belleville, Michigan 48111

INSURANCE secretary - excellent position. Up to $800 month plus. Friendly, casual office. Must have casualty insurance experience.
851-1800

Meet People Troy
$600 Fee Paid

Receptionist position has everything. Friendly, expanding office offers top benefits including dental. Girls this is the type secretary to be busy PERMANENT STAFF Personnel

388-8900

ORDERING, expediting, invoicing, excellent typist. Minimum 5 yrs. experience. Full benefits, great opportunity. 12 Mile and I-75 area. 399-5440

Troy Trainee
$600/Mo.

Wow! Earn lovely starting salary even if you have never worked. One of our best employers would like to train high school grad who wants to learn. Good typing and positive attitude both necessary. PERMANENT STAFF. Personnel.

388-8900

LIKE KIDS? Doctor wants receptionist over 21. Must type 50-55 WPM. Call United Personnel.
538-8575

BOOKKEEPER-Full Charge Southfield. Medical Facility Good salary & benefits
Mrs Wagner. 569-5144

CLERK-TYPIST
FARMINGTON Sales office of large Food Company. Good with figures & filing, take-a-letter. Full benefit package. Call between 8-10 AM.
PM. 851-0888

KEYPUNCH Operators

Experienced, one year minimum. Permanent positions. Day shift. Call between 9 AM-4 PM.

272-1863

504 Help Wanted Office-Clerical

Farmington Beginner
$500/Mo.

No previous office experience necessary. This super nice suburban boss will train eager high school grad who types 45 WPM. Excellent advancement and all paid fringes PERMANENT STAFF. Personnel

388-8900

SECRETARY-BOOKKEEPER for non-profit Health Agency. Must handle typing, filing, and bookkeeping accurately. Mature, responsible person preferred. Salary negotiable. Resume and references necessary. For interview, please call 559-0852

ASSISTANT BOOKKEEPER, payroll, good typing, 1 girl office, experience, pleasant working conditions. 9 Mile-Telegraph area 352-2027

Like Phones? Farmington
$700/Mo.

No typing necessary for this interesting customer service type work. Super company will train outgoing person. High school grad with any previous office experience. All benefits, of course. PERMANENT STAFF. Personnel

388-8900

PART time office clerk, 4 days weekly, for lightweight shipping & receiving. Assist with office duties Hours 10 A M - 3 P M. Send letter to P O Box 35, Novi, Michigan 48050

BOOKKEEPER experienced thru Trial Balance. Knowledge of tax reports, setting up a general ledger, computer experience helpful but not necessary. Grow with new business in Southfield area 358-3660

General Office Clerk
Full time position for General Office with typing, filing, shorthand and inventory experience. Some auto. Call Miss Harrier weekdays between 10 AM and 3 PM.
349-5000

EXECUTIVE SECRETARY
OFFICE MANAGER

One girl office. Troy area. Interesting and challenging opportunity for mature, responsible person. Must have superior skills, knowledge of office procedures and aptitude for figures. Phone work requires pleasant manner, diplomacy and discretion Bookkeeping experience necessary through Trial Balance. Must be dependable and ready to work under pressure. Working conditions Salary commensurate with experience and ability. Send complete resume to Box 896, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Mortgage Experience Required. Good typing skills. Supports knowledge, full time. For Mortgage Company in Southfield. Call Mr. Fleming for interview 557-7040

GENERAL OFFICE position open in Southfield area for typing required Call Fran 352-1800

EXECUTIVE SECRETARY
PART TIME

Mature, neat appearing person for Northwest Birmingham office. Must have good clerical and typing skills. Self-motivation is mandatory. Send resume to Box 8680, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

GENERAL OFFICE ASSISTANT Birmingham location, must have, typing, shorthand and bookkeeping experience. Call 646-5525

ALL JOBS ARE FEE PAID

I need Secretaries and Typists to fill my many openings in Troy, Birmingham, Bloomfield and Southfield. Register now All job are Fee Paid

PREFERENCE PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TILL

ENTRY LEVEL job for mature person. Misc office duties, light typing, part time. Southfield 559-2980

RECEPTIONIST for Optometric office, 12 Mile-Southfield area, 4 days per week, varied preferred. Resume to Box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST, NW Suburban Veterinary Hospital. Good, typing skills, pleasant phone skills, permanent part-time. Starting immediately. Send resume to: Box 806, 36251 Schoolcraft, Livonia, Michigan 48150

Acc'ts. Receivable Clerk
Experienced to assist in Accounting Department. Must be mature and have an aptitude for figures. Novi Area. Call Miss Harrier weekdays between 10 AM - 3 PM.
349-5000

NIGHT AUDITOR. 11 PM to 7 AM shift. 32 hours per week. Apply in person to Mr. Ellis, Howard Johnson's, 5 PM Nines Park Inn 34655 Plymouth Rd., Livonia

DESK CLERK Full-time, days and nights. Apply in person. Howard Johnson's, 5 PM Nines Park Inn, 34655 Plymouth Rd., Livonia.

SECRETARY
General Office

Southfield based Real Estate Management Firm seeks aggressive Secretary - Gal Friday. Good Typing & Shorthand skills required. Busy pleasant 4 girl office.
557-3500

SOUTHFIELD FIRM needs 3 Receptionists for Public Relations Department. Good filing skills. Two full-time, two part-time positions available. No experience necessary. For interview, call Mrs. Bailey at 358-8131

DEPENDABLE young woman wanted for Secretarial, Clerical, Secretary-Clerical, light bookkeeping peg board system. Must be able to work on Saturday when needed. Call between 9 AM - 5 PM. Nancy 544-2328

BOOKKEEPER - full charge with experience thru trial balance. Oak Park area. 543-4060

TERMINAL OPERATOR
We are currently in need of a non-degreed individual to work part-time as a computer Terminal Operator. Some secretarial experience necessary but applicant must have accounts receivable or W/H hours, 9 AM - 3:30 PM, Monday through Friday. Call for appointment
Prudential Insurance Co.
Kathy Gardiner 354-4000
Equal Opportunity Employer M/F

RECEPTIONIST for Life Insurance Agency. Life insurance experience preferred, but not necessary. Excellent opportunity for person with good clerical and typing skills. Salary commensurate with experience and ability. Southfield

PART-TIME Assistant to Bookkeeper and General Office Girl. Permanent position. Call Mrs. Southfield area. Call after 12 Noon. 569-2800

Snelling & Snelling
PERSONNEL

504 Help Wanted Office-Clerical

Attention
TROY RESIDENTS
Witt Services
HAS
Immediate Temporary OPENINGS IN YOUR AREA

SECRETARIES
TYPISTS
DICTAPHONE OPERATORS
SWITCHBOARD OPERATORS
KEY PUNCHERS
ALL OFFICE SKILLS

Recent experience NOT NECESSARY.
For Your Convenience
TROY OFFICE 649-4159
2100 W. Big Beaver
10 Am to 3 Pm
Tuesday, Wednesday, Friday
OAK PARK 967-0339
20825 Greenfield Rd.
8 Am to 5 Pm
Monday, Thursday

TYPIST
45 to 55 WPM, with medical insurance background, 7 Mile-Telegraph Area. 557-1700

SECRETARY to the Administrator of modern convalescent center in Westland. Good salary, fringe benefits including profit sharing. This is an excellent opportunity for a mature, intelligent person. Requires excellent skills in typing, shorthand and office procedures. References required. Call for appointment 261-8500

CLERK TYPIST

Immediate opening for a responsible individual with good typing skills (60-65 w.p.m.), dictaphone experience and minimum 3 years general office background

Good salary and complete benefits package Apply to

Recruiting Department
SHATTERPROOF GLASS CORPORATION
4815 Cabot
Detroit, Michigan, 48210
An Equal Opportunity Employer

DOWN TO EARTH ASSISTANT
Easy going and friendly Architects and Interiors office offer YOU flexible hours, great environment for outstanding career opportunity Typing essential $550 Call Pat 588-5400

Snelling & Snelling
PERSONNEL

SECRETARY - experienced. Excellent typing skills, especially with figures Some knowledge of shorthand or dictaphone. Ability to work under occasional pressure & assure Orchard Lake - 12 Mile area. Send resume with references, and salary expectations to: Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

KEYPUNCH KEYTAPE OPRS Work near home in Livonia. Both day and afternoon shifts Top salary, incentive & benefits 478-7447

Acc'ts. Payable Clerk
Wholesaler seeking an ambitious individual with aptitude for figures. Must have experience in checking invoices for payment. Novi area. Call Miss Harrier weekdays between 10 AM - 3 PM.
349-5000

ACCOUNTS
RESEARCH CLERK
Temporary full-time Call 559-5600

BOOKKEEPER - Full Charge
Real Estate management, Auburn Heights office Thorough knowledge of general ledger, payroll, tax reports, etc. Excellent opportunity for conscientious person. Send resume to Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

LEGAL Secretary part-time for Birmingham law office Good shorthand and typing required 4 days 644-6140

KEYPUNCH Operator - light manufacturing firm in Farmington is looking for a Keypunch Operator 2 years experience required. Opportunity to learn operation of small computer. Excellent fringe benefits. Apply: 23106 W. 8 Mile, Farmington, 476-4500
An Equal Opportunity Employer

SECRETARY
Southfield firm has opening for individual with skills 50 wpm typing and 80 wpm shorthand. This is a full-time job – 8:30 - 5.
Position reports to Personnel Dept. and requires relieving receptionist 1½ hours per day. Should absence occur in other departments of the organization, you may be called upon. Excellent opportunity for someone with little or no business experience to learn how a large corporation operates. Interested applicants may call:
355-1100, ext. 223 ,
An Equal Opportunity Employer

TELEPHONE Operator. Light office work, typing required Call for appointment. 644-7370

YOUNG girl needed to train as Mag Card Operator. Farmington Hills area. Good benefits. Call Lynne Wiebrg. 851-0100

ACCOUNTING CLERK
Southfield firm has opening for clerk with light typing skills and minimum of 2 years experience bookkeeping. Hours: 8 AM - 5 PM. Excellent benefit package. Interested applicants may call Peggy Wade Foods Corp. 355-1100

LEGAL SECRETARY for Northville office, 7 years recent legal experience required. Must be dependent, with excellent typing skills. Must have knowledge of probate, legal forms, court procedure, and related matters. Others need not apply. Salary commensurate with ability. 348-3943

ASSISTANT BOOKKEEPER. Accounts Receivable, Accounts Payable, Payroll. General bookkeeping. Salary commensurate with experience. Ask for Nancy
537-0500

SECRETARY

Suburbs offer $150 - $175. Start in great location, dictaphone experience and good phone manner necessary for heavy client contact. Call 569-8686.
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

ADVERTISING OFFICE GEM
Suburban firm with fresh new approach to advertising needs you! Varied responsibilities, good typing skills. Call Mrs. Bailey
Snelling & Snelling
PERSONNEL

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Busy West Bloomfield office requires an experienced receptionist to answer phones & type approx. 50 WPM. Hours 8:30-5:00pm Mon. thru Fri. Salary is M.E. Smith, 6400 Farmington Rd., West Bloomfield, 48033.

PROPERTY MANAGEMENT - Experienced in all inside office procedures. Tenant and manager relations, rental collections and follow up. Must type. 458-0548

DOWNRIVER

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