500 Help Wanted

SEEKING retired gentleman to live in and assist 82 year old convalescing man on Torch Lake, Northern Michigan, possibly 1 yr. or longer. Call 851-5166

SERVICE REPRESENTATIVE

to install & service equipment in the foundry. Requires knowledge in electrical & mechanical fields. Experience in foundry machinery desired. Requires extensive travel. Submit resume including education, experience and salary history to Dependable-Foedale Inc. 12812 Fairlane, Livonia, Mich. 48150.

Shipping & Receiving

We are seeking a person trained in shipping, receiving, and warehousing. You must have a high school diploma, plus a minimum of 2 years full time work experience. Good printing, spelling and arithmetic are required. Good physical condition is also required. Full time only. Livonia area.

421-9300, Ext. 300

SILK & WOOL presser for modern dry cleaning plant in Southfield. Experience necessary, good wages. 354-0212 354-0213

TRAINEE POSITION, with local silk screener, full time, Livonia Area. Call for appointment. 281-5877

TRAVEL AGENT
Receipt Agency experience required, Apollo preferred, 5 days, top salary & benefits 353-1044 or 353-1291

TRUCK DRIVERS
Part time to deliver wood chips to individual home customers. Your pickup or mine. 348-3018

WANTED EXPERIENCED Burglar & Fire Alarm Installer, also a Salesman, for W. Bloomfield Security Alarm Co. 626-2622

WAREHOUSE MANAGER TRAINEE
Male or female. Mature, well organized and in good physical condition. Apply at The Yankee Peddler, 23905 Freeway Park Dr., Farmington Hills. Thurs. & Fri., between 1-4PM. 478-7476

WAREHOUSE, shipping & receiving. Permanent full time. Apply at 26766 Crestview Ct., Farmington Hills.
An Equal Opportunity Employer

WAREHOUSE SUPERVISOR
We are seeking qualified candidates for warehouse supervisor. The position requires a minimum of 5 years experience hiring, training, supervising, disciplining & terminating truck drivers & warehouse employees. In addition you would be responsible for shipping, receiving and equipment maintenance. Knowledge of semi-tractor trailers & forklifts is required. Familiarity with the Detroit metro area & building materials is a definite plus.
The distribution division of GEORGIA-PACIFIC is the world's largest distributor of building materials. We offer outstanding benefits & an income commensurate with background experience.
If you meet these requirements please send a resume & letter to:
Mr. R.E. Sanderson
GEORGIA - PACIFIC CORP.
P.O. Box 2820, Livonia, Mich. 48151.
Equal Opportunity Employer M/F

WATER SAFETY instructors wanted, for summer program. Contact Mary Martinez at 28100 Farmington Rd. near 12 Mile, apply in person.

Working Foreman

Night Shift
Northwest Suburbs
Good Benefit Package
Experience with boring mill and tool room machinery.

Send resume to: Box 290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

YOUNG MAN, experienced for lawn work, $3.50 an hour, approximately 25 hours a week. Walnut Lake & Middlebelt area. 851-1071

502 Help Wanted Dental-Medical

X RAY TECHNICIAN - part time. Sat. only for N.W. clinic, for appt. call Ron 538-0400 ext. 270

BILLING CLERK - immediate opening in hospital related X-ray clinic for 3rd party biller. Experience preferred. Call Bev. 569-0817

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist full time - telephone, keyboard. Medicare, Blue Shield, Medicaid, experienced preferred. Reply to 564, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHIROPRACTOR

Southfield area - requires a full time, mature gal. Must have some experience. Call for appointment.

557-0860

COLLEGE GRADUATE-experienced for prestigious dental office, 4 or 5 day work week, salary & benefits open. Birmingham Mich. 681-4300 645-2991

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities. 525-7616

DENTAL ASSISTANT - full time position available in Southfield area. Experience must have experience. 548-7997

DENTAL ASSISTANT-Immediate opening for experienced chairside assistant. Full or part time for Birmingham office. 647-3169

X-RAY Technician registered or registree eligible for portable company. Rotating shift, every third week off with pay, benefits. Alley Park Area. Call between 9AM-5PM 389-2727

502 Help Wanted Office-Clerical

Clerical

We have immediate openings for individuals to assume clerical positions in our Servicing Division. To qualify you should have accurate typing ability of 40 plus wpm, good math aptitude and good communications skills. The ability to work under pressure a must. A complete benefit package is offered. Interested applicants should apply in person during the following hours:

WEDNESDAY & THURSDAY ONLY
9-11 AM OR 1-3 PM
(If you are unable to come in during the above hours, please call 661-7145 for consideration)

MANUFACTURERS HANOVER MORTGAGE CORPORATION

27555 Farmington Rd.
Farmington Hills, MI 48018
corner of 12 Mile Rd.
An Equal Opportunity Employer M/F/H

SECRETARY

Immediate position, located in Farmington Hills. Requires shorthand, 80 wpm., good typing skills, and only 6 months - 1 year secretarial/clerical experience.

Applicants must be detail-oriented, have good reasoning ability, and grammar composition skills. A professional appearance a must for this public contact position.

Excellent co-paid benefits including Blue Cross/Blue Shield Health, Dental and Drug, life and disability insurance, and pension plan. Salary, $11,000.

Qualified applicants, please call:

PERSONNEL DEPARTMENT
851-5300

METROPOLITAN SAVINGS ASSOCIATION

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
CERTIFIED
CDA for permanent position in top office. Chairside experience necessary. Good hours, no Saturdays. Salary to $12,480, & benefits. NW suburban.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DENTAL HYGIENIST full time, excellent salary, pension, profitsharing plus usual benefits. Call between 8AM-5PM Collect, Lansing, 517-485-7185

DENTAL HYGIENIST - Experienced, part time, Mary Livonia office
After 6 PM. 855-1077

DENTAL HYGIENIST - hygiene oriented, W. Dearborn office, 3½ days, experience required. Doctors Billes & Weiss. 563-3400

DENTAL RECEPTIONIST Assistant for progressive Dearborn office. Dental Assisting experience preferred. Call 842-5477

DENTAL RECEPTIONIST
Full time - experience primarily in insurance as well as a basic knowledge of assisting general office duties. In progressive family new ultra modern Medical/ Dental facility in the Livonia - Newburgh, Sts Mile area. Great opportunity for right person.
420-5040 420-1494

DENTAL RECEPTIONIST - terrific opportunity for receptionist in progressive office in Plymouth/Canton Area. Full time position, benefits, hours. Call Ann 459-1230 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Experienced for radiology office. Part time. Northwestern Hwy. 855-4700

DENTAL TRANSCRIPTIONIST interested in participating in other office functions, EKG, X-rays, for one man medical office. Maple & Telegraph area. 647-7281

MEDICAL TYPIST, part time, experienced in medical dictation, 2 days per week, Southfield. 552-9292

NEEDED - Experienced Lab and X-Ray Technician - full time general practice. Farmington Hills area. Send resume to Box 316, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NEEDED: EXPERIENCED LPN for I.V. Therapy & Medical assistance. Busy general practice. Farmington Hills area. Send resume to Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSE AIDES
HOME HEALTH AIDES
HOMEMAKERS
MOTHER'S HELPERS
SR. SITTERS
LIVE IN COMPANIONS
Must have the following qualifications, mature, dependable, experienced with concern & willingness to care for the sick or elderly. Interested in providing support services in home of elderly, handicapped, mentally or physically impaired Must have own transportation, $5 and older preferred. Bring ad, call Wed. 1-5 pm or Fri. & Mon. 9am - 1pm.
PRO CARE ONE, INC.
Helping Hands Division
Livonia - 522-5753
Downriver - 281-1018

NURSE ANESTHETIST
Salary commensurate with experience. Many excellent paid benefits. Call Mrs. Ogden, Mon thru Fri. 425-9677

NURSE FOR OB/GYN office, Bloomfield area, experience necessary. 335-9234

NURSE OR MEDICAL TECHNICIAN for a vascular surgical office, carry out non-invasive vascular testing, part time. Southfield. 552-9292

NURSES AIDES for 8 hour, and 24 hour situations. Call 855-1616

NURSES AIDES
Needed for private duty Home Health Care.
LIVE IN POSITIONS
Good wages and benefits available. If you have one year experience, flexibility and own a car call
643-0311

NURSES

Full & part time, come in or call; Hendry Convalescent Center, 105 Haggerty Rd. Plymouth 455-0510

OPTOMETRIC ASSISTANT
Full time. Pleasant working conditions. Experience preferred. Westland area. 425-7250

Experienced bartend bet will train. Westland office, full or part time, Days or Evenings 261-8916

RECEPTIONIST
For Podiatric Dental office. Experience good typing & phone skills. Call: Patti, 644-4757

RECEPTIONIST
For Livonia Doctors Clinic. 5PM to midnight, Mon. thru Fri. and half day Sat. Call Michelle, 427-3504

RECEPTIONIST - requirements: personable, bright, good under pressure, medical terminology & some office experience in X-Ray, EKG and vena puncture. Call 836-5401

MEDICAL ASSISTANT
Living in Farmington Area. Experienced in front & back office, EKG, Venapuncture, Injection. Blue Cross. Send resume to Office Manager, 23890 Orchard Lake Rd., Suite 106, Farmington. Mich 48024.

MEDICAL ASSISTANT
Must have some laboratory experience. 352-4880

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT, part time approximately 3½ days a week. Call Tues & Friday only, Livonia area. 261-3808

MEDICAL ASSISTANT full time, experience preferred, Farmington Hills area. Call between 8am-noon. 478-7787

MEDICAL ASSISTANT, experienced in EKG, X-ray, Vena puncture, for family practice, Garden City area. 729-1153

MEDICAL ASSISTANT
Experienced only, mature, insurance, pegboard, vena puncture, WBC. Good hours Livonia Call 353-5660

MEDICAL ASSISTANT
experience in blood pressure, injections, EKG, X-ray, Venapuncture. 32½ hour week. Good salary & benefits. Dearborn area. 271-4300

MEDICAL ASSISTANT. Exciting part time position with Troy Internist's office. Seeking a bright vivacious hard working and responsible person. No experience required, will train ambitious self starter. Good starting salary. Send resume to Box #1960Observer/ Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Full time, for busy Berkley clinic. Minimum 2 years experience. No chaos need apply. 543-2360

MEDICAL RECEPTIONIST
For Doctors office in Plymouth/Canton Area. Full time position, benefits, hours. Call Ann 459-1230 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Experienced for radiology office. Part time. Northwestern Hwy. 855-4700

X RAY TECH - registered & experienced for full time position in Livonia area. Call after 2pm 591-3111

X-RAY TECH - registered, private office. Northwestern Hwy. Desire GI or Kerckman experience. 855-4700

502 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK for Livonia area. Experience on pegboard necessary, others need not apply, Call Rhonda or Judy at 591-3111

ACCOUNTS PAYABLE CLERK

$180 PER WEEK TO START
Put your typing and accounting skills to work at this exclusive country club. Rapid advancement.

Snelling & Snelling
336-7400

ACCURATE TYPIST - 75-80 WPM, shorthand, good spelling, telephone answering. Salary range $10,500/$11,500. Birmingham location. 645-0740

ADMINISTRATIVE ASSISTANT
for Immediate Area. Intelligent, mature individual to work as executive secretary to president of new company. Excellent typing 80wpm. Ability to handle oral and written communications with ease. Benefit package. Flexible hours. Send resume to Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
TO $18,000, FEE PAID

National company seeking hard worker with good shorthand and typing skills to assist District Manager. Excellent Southfield opportunity and great benefits. Call Susan Immediately.

SNELLING & SNELLING
478-3500

ADMINISTRATIVE ASSISTANT
At $14,000

Assist Controller of well established suburban company. Qualified candidate will have the ability to work without direction, organize, assist in training and management of clerical staff, supervise the preparation of payroll and general accounting functions, type 55 WPM. Full fringes with dental. Fee paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ADMINISTRATIVE ASSISTANT

The president of this successful company needs a sharp secretary to assist him. The right person for the job will have excellent typing and shorthand skills, experience, flexibility, and executive secretarial experience. Very generous salary and benefit program. Send confidential resume to:
Mr. Pastell, P. O. Box 491, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

ADVERTISING RECEPTIONIST/TYPIST

Bloomfield Hills Advertising Agency is looking for Receptionist/Typist with good typing & phone skills.
Call: Patti, 644-4757

ADVERTISING SECRETARY

Excellent opportunity at major west suburban company for self motivated person with good typing. Exciting public contact job in beautiful office. Fee paid to start, full benefits including dental, good advancement potential and company pays our fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

AGENCY marketing individual with commercial sales experience & selling skills needed to handle inside marketing activities for new agency background helpful but not required. 348-1270

ATTENTION
ALL JUNIOR & SENIOR TYPISTS

We have long and short term temporary assignments available. Call for an appointment between the hours of 9am-4pm except 12 noon to 1.

Somebody Sometime

TEMPORARY HELP
12225 Farmington Road
(In Burton Executive Park)
525-5170

BILLING CLERK for advertising agency, must be good typist, have bill-ing experience. Southfield office. 557-1414

BLOOMFIELD HILLS property management firm is looking for Receptionist/Clerk with good typing and phone skills. Bookkeeping helpful. Call Mrs. Green between 2-4:30 PM. only. 642-4400

502 Help Wanted Dental-Medical

STAFF NURSES NEEDED
RNS & LPNS

Days, Afternoons & Midnights
Good working conditions, many benefits including shift premium. Contact Ms. Grieve, RN, DON, between 10 A.M.-4 P.M. 522-1444.

CAMELOT HALL
Convalescent Center
35100 Ann Arbor Trail
Livonia

502 Help Wanted Office-Clerical

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments

PRO CARE ONE
The Health Care Professionals

LIVONIA 522-5783
SOUTHFIELD 569-4400

RNS & LPNS
Immediate positions available on the Midnight shift. Avondale Convalescent Home, 1480 Walton, Rochester. 651-4423

RNs or LPNs
All Shifts, full and part time. Apply

Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

RNS or LPNS
Full or Part Time
Afternoon & Midnight Shifts

Williamsburg
Convalescent Center
21017 Middlebelt, Farm.
Between 9 Mile & 10 Mile
476-8300

R.N. - L.P.N. - to complete Insurance Exams on Mobile Basis. Send resume to: P.O. Box 35404, Detroit, Mi. 48235.

An Equal Opportunity Employer

X RAY TECH - registered & experienced for full time position in Livonia area. Call after 2pm 591-3111

X-RAY TECH - registered, private office. Northwestern Hwy. Desire GI or Kerckman experience. 855-4700

504 Help Wanted Office-Clerical

BLUE PRINT COMPANY needs an Order Desk Clerk. Mature person with good handwriting and neat appearance. Some background in auto preferred. Call Mrs. Kovach after 1:30 AM. 355-0010

BOOKKEEPER, Accounts Receivable, accounts payable & some computer experience. Light typing. New Hudson area. 437-4141

BOOKKEEPER ASSISTANT - full time, experienced accounts payable, pegboard system, must be fast & accurate for busy office, phone beside. Call Mary Pruss, Murray's Ace Hardware 27107 Plymouth Rd. Redford. 937-0100

BOOKKEEPER - Full Charge. Southfield real estate company needs Bookkeeper with good working knowledge of accrual entries. Call Mary. 557-7700

BOOKKEEPER
Looking for a diversified person for this full time position. Experience with Accounts Payable and Payroll a must. Salary plus benefits. Apply at Douglas Foods between 8AM-4PM, 32416 Lakeland Rd., Garden City 427-5300

BOOKKEEPER, part time, Southfield graphic arts firm needs full charge bookkeeper through trial balance, pegboard system, some typing, cost accounting experience preferred. Call between 8am-12noon 354-8900

BOOKKEEPER/SECRETARY for Troy manufacturer, full charge through trial balance. 7-75, 14 Mile area. Immediate opening. 585-3324

BOOKKEEPER - Synagogue seeks mature bookkeeper to handle financial books through general ledger, preparation of financial reports. Familiarity with computer operation helpful but not essential. Call Mrs. Pelton for information. 661-5700

BOOKKEEPER wanted - medium size insurance agency using automated batch accounting system, 5 days week. Southfield office. 354-1050

BOOKKEEPER
3 full days per week, printing company in Pontiac 332-3611

CLAIMS EXAMINER
$225 PER WEEK
FEE PAID

Southfield insurance company needs your 1 year experience in getting medical disability and/or dental claims. Excellent benefits include profit-sharing and frequent raises. Call Elaine.

SNELLING & SNELLING
478-3500

CLAIMS SECRETARY

Growing insurance company needs secretary for claims adjustor. Qualified candidate will be able to handle heavy dictaphone typing & will have good communication skills, a working knowledge of medical and/or legal terminology will be helpful but is not mandatory. Salary open. Will be working out of Birmingham office. If interested, please send resume to:

STRATTON-CHEESEMAN MANAGEMENT CO.
4729 Telegraph Rd., Suite 270
Birmingham, Mich. 48010
Attn: Personnel Mgr.

CLERICAL Part time, dependable person to answer phones, typing, filing, and an interesting variety of duties.
Southfield Area 559-0650

CLERICAL - 3 to 5 years experience. Mature attitude, full time. Farmington area 476-6670, Troy area 649-8900

CLERK/SECRETARY - evenings and weekends, moonlighter okay, approximately 25 hours weekly. Typing 50 WPM, filing phone chores. Birmingham location. Send resume to Box 374, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/TYPIST - immediate opening for accurate typist (minimum 60WPM) in busy Southfield branch office of name for East Coast Life Insurance Company. Work includes typing policies, letters, filing, etc. Pleasant working surroundings. Small office. Benefit package. Provident Mutual Life. Call Mrs. Weiss, 354-4350
Equal Opportunity Employer M/F

Clerk/Typist

— Interesting position with fashion retailer for individual who has one to two years experience in general office work, strong figure aptitude & typing skills of approximately 50 wpm.

Position offers good starting salary, well rounded benefit program, plus merchandise discount & free parking. Interested applicants should call

Mr.s Juliano at 833-4905 to explore further

Winkelman's
An Equal Opportunity Employer

CLERK/TYPIST
35WPM. Good benefits. Southfield area. Call Kathy Hartman. 353-3500

Closing Secretary - Troy

EXPERIENCED FULL TIME closing secretary needed for title company in Troy. Call Mrs. Skubic: 643-0969

COMPUTER OPERATOR - Honeywell level 6 computer operator needed for long term temporary assignment. Previous experience a must.

SECRETARY - good typing skills with some office experience needed for short & long term assignments.

WORD PROCESSORS - experienced word processor operators needed for temporary assignments in local firm.

UNIFORCE
TEMPORARY SERVICES
1000 S. Woodward Birmingham
646-5600

CUSTOMER SERVICE SECRETARY
$TO $12,000

Top Southfield firm needs a sharp organizer. Put your good typing and shorthand skills to work. Your smile will open this career door for you. Fee paid. Call Elaine.

SNELLING & SNELLING
478-3500

DICTAPHONE TYPIST for Insurance Claims Dept. Minimum 70 WPM. Must be familiar with Medical & Legal terms. $195./week. Call Kathy, 559-4700

ENJOY VARIETY

EXCELLENT OPPORTUNITY....This friendly suburban company needs your good typing and flair for figures. This diversified position has lots of phone contact and offers good starting salary to $800. Full benefits, room for advancement and company pays our fee. CALL TODAY, company anxious to hire this week.

PERMANENT STAFF
SOUTHFIELD. 353-0505

Excellent Pay

If You're An Experienced:

Secretary
Typist
Word Processor

We have long and short term assignments close to your home - call now.

LIVONIA	525-0330
DEARBORN	565-8060
WIXOM	669-2409
SOUTHFIELD	569-7500

WITT SERVICES
The Temporary Help People

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
PRESTIGIOUS SOUTHFIELD Law Firm looking for executive secretary-girl Friday for massive law practice. Excellent shorthand and typing skills with minimum 2 years secretarial experience. Will work with word processing. Excellent benefits and salary. Management opportunities. Send resume to: Box 140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY.
Workaholic needs mature person to handle details and highly stressful advertising office. Typing, shorthand, bookkeeping. Must be flexible, reliable and have desire to be totally involved. Extra hours if necessary. South-field/Birmingham area. Send resume to P.O. Box 354 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

Position available for Executive Secretary. Shorthand helpful. Knowledge of Bookkeeping necessary. 538-1000

LEGAL SECRETARY/Receptionist
Busy Troy law firm needs sharp individual with good phone manner, varied duties & responsibilities, good fringe benefits. 879-5150 Ext. 106

RECEPTIONIST, Radiology Clinic. Part time including Saturday morning. Insurance billing experience helpful. Salary based upon experience. Redford area. 937-8155

RECEPTIONIST for Southfield construction firm. Experience preferred but not necessary. Filing & moderate typing. Must be personable. For appointment call Bette at 557-8008

RECEPTIONIST
Immediate opening. Must be able to type accurately with min. speed 50WPm, have good telephone voice & appearance. Excellent company & benefits Call Personnel 833-4080
An Equal Opportunity Employer

RECEPTIONIST TYPIST
We are looking for an individual with a pleasant telephone manner and good typing skills. Responsibilities would include filing, computer terminal data entry and other general office activities. We would supply computer training. Please send resume to P.O. Box 976, Farmington Hills, Mi. 48018.
An Equal Opportunity Employer

RECEPTIONIST
SECRETARY
TO $11,000 FEE PAID

Be part of a professional Southfield team. Put your good office skills and know to good use. This company offers excellent location and super benefits Call Carol Ley.

SNELLING & SNELLING
649-5900

RECEPTION/SECRETARY for administrative offices in luxury suburban hotel, people oriented position, excellent benefits. Call 559-3316.

Secretaries
Word Processors
Typists

Your typing, shorthand, dicta. & other good office skills qualify you for top wages. Earn $4.00 to $7.00 per hour, depending on experience. Interview in the office nearest you.

WYANDOTTE TROY SOUTHFIELD
LIVONIA DEARBORN

TEMPORARY STAFF
356-1616

SECRETARY - Bookkeeper, 8-12 hours week, gradually increase hours. Typing 60WPM, transcribing, payroll, ledger. Generally assist director of adult foster care corporation. $4.00 per hour. Brast homes. 592-0311

SECRETARY - Bright, mature, adaptable with excellent clerical & organizational skills to train for legal work in large Southfield law office at American Center. Mr Bornstein. 355-5000

SECRETARY

Excellent opportunity for experienced, minimum 3 years, well organized typist. Must be skilled in typing & shorthand. Some college preferred.
Salary, $13,000. Fee Paid. Call 552-8320

Assoc. In Personnel
17350 W. 10 Mile, Southfield

SECRETARY
Experienced with solid 80WPM shorthand. Interesting job in congenial surroundings. Southfield area. Call Mrs. Ross 559-2100

SECRETARY for Farmington Hills corporate office, good typing & shorthand required, willingness to work as a team. Pleasant work environment, competitive salary & benefits. Send resume in confidence to #368 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
Full time position available in small Birmingham office. Must have good typing skills, light bookkeeping experience helpful. 646-1932

SECRETARY - Management consultant firm in Berkley needs secretary with quality typing skills. Minimum 85wpm Salary $14,000 Lic 541-8182

SECRETARY
Mature accurate typist for accounting firm in Troy. Call Mrs. Gregory at Town Ctr, congenial people. 352-4926

SECRETARY

Mortgage Banking firm in prime Southfield location is seeking an individual to work with a department head in a challenging secretarial position. Minimum typing skills of 55 wpm and shorthand skills of 80 wpm are required. Salary commensurate with experience plus outstanding fringe benefits. For appointment, contact Mrs. Fischer,

355-0500
An Equal Opportunity Employer

SECRETARY - no shorthand. Front desk. Diversified, interesting position for good typist. Birmingham area. Call Kay. 642-2587

TYPING SKILLS required, experience in keypunch preferred but will train, data prep, filing & other misc. duties. New Hudson area. Call Karen. 437-4141

LOOKING for experienced Typist, and in billing. Also X-ray technician. Call Dr. Basha, Radiologist Royal Oak. 288-1180

504 Help Wanted Office-Clerical

LEGAL SECRETARY for Southfield Attorney 1 year experience preferred, good typing skills required, some shorthand helpful. For appointment 354-5555

LEGAL SECRETARY, with experience wanted. Litigation specialist, good salary, fringe benefits. Northland area. 559-8828

LEGAL SECRETARY. Established Southfield law firm looking for the best. Typing speed up to 100 WPM. Experienced only. Call Mr. Linder. 559-9200

LEGAL SECRETARY
In Southfield. Experience necessary. Shorthand helpful. Knowledge of Bookkeeping necessary. 538-1000

LEGAL SECRETARY/Receptionist. Will train high school graduate, salary $150 week. Town Center, Southfield. Call Keara 353-4777

LEGAL SECRETARY TRAINEE

Just the golden opportunity you have been waiting for! Use your good skills and experience to enter the special field of law. $13,800. Fee paid. Call Sandy now!

353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY
$15,600 PLUS
FEE PAID

Top spot in well established plush law firm. Work on mild word processor. Excellent benefits. Need at least 1 year ability in this challenging position.
Call Mark Dejohnette now!
SNELLING & SNELLING
649-5900

MANAGEMENT TRAINEE

National commercial finance corporation is seeking a highly motivated, ambitious individual for a Collection Supervisor position. This is a management trainee position leading to a career in finance credit. Candidates must have 2 years wholesale collection experience, some college, ability to supervise people, and good communication skills. Salary to $18,000 commensurate with experience. Interested qualified candidates may submit resume to

Jan Duff
DIVERSIFIED CREDIT CORP
P.O. BOX 1355
Northland Station
Southfield, Mi 48037

Equal Opportunity Employer M/F

MATURE WOMAN for general office work. Experience not necessary but helpful. No typing required. Fun type job. Apply in person 4746 Hilfred (Anyoor coming at other times will not be hired.) Gardner Furniture, 30850 Plymouth, Livonia.

MATURE woman wanted - full time permanent position. One girl office, good office skills. Light bookkeeping. Pleasant personality. Call for appointment, 455-4120

OFFICE CLERICAL - Bookkeeper/secretary for Southfield bookkeeping & tax service. Days, 968-4880. Nights. 355-1960

OFFICE/CLERICAL

Work in inventory control department. Must have hispanic, fully proficient. Some accounts payable & customer relations background helpful.
Apply in person to

Fretter Appliance Co.
35901 Schoolcraft Road,
Livonia, MI 48150

OFFICE CLERK
Typing, filing and general office work. Part time, Troy area. Call 649-5250

ORDER - desk, for national company in Bloomfield Hills, math aptitude, and pleasing personality needed. $200 to $220 per week. Major medical & fee paid.

TOP - ad agency needs general clerical person who types 50 WPM. $700 mo. Fee paid. Advancement potential.

ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham

646-5600

DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

PART TIME BOOKKEEPER, experienced through trial balance & some typing, for Southfield office. Call 8:30am-4pm, Mon - Fri. ask for Judi 569-3091

PART TIME full charge Bookkeeper, 2-3 days weekly, for law firm. Salary commensurate with experience.

352-0274

PART TIME SECRETARIAL
Typing, filing, shorthand. Flexible hours in computer Southfield insurance agency. Call Janet. 354-2111

PART TIME SECRETARY with accurate typing, 50 wpm, 4 to 5 hours a days per week. Office located in South-field. For interview appointment call Mrs. Bell 647-2010

PBX Receptionist

Be the pulse of this busy Southfield professional firm. Must have a warm, friendly smile and phone voice to apply! Typing skills and some office experience preferred. Great starting salary and benefits! Call

352-2500, Ext. 286

An Equal Opportunity Employer

PRESTIGE

Fabulous exec spot involves strong technical and communication skills. Dicta ability exposes you to word processing training. Partner's Row start to $13,500.

562-8900 649-4144
Your New Boss Pays Our Fee

HARRIET SORGE PERSONNEL

PROOF MACHINE OPERATORS
Experienced. 8am-4pm, Monday thru Friday. Southfield area. Call Sylvia 352-8836

RECEPTIONIST/SECRETARY
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RECEPTIONIST
Busy Troy law firm needs sharp individual with good phone manner, varied duties & responsibilities, good fringe benefits. 879-5150 Ext. 106

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SECRETARY
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SECRETARY
Full time position available in small Birmingham office. Must have good typing skills, light bookkeeping experience helpful. 646-1932

SECRETARY - Management consultant firm in Berkley needs secretary with quality typing skills. Minimum 85wpm Salary $14,000 Lic 541-8182

SECRETARY
Mature accurate typist for accounting firm in Troy. Call Mrs. Gregory at Town Ctr, congenial people. 352-4926

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