502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
If you like public contact, have experience with charges and billing, want growth opportunities, apply for this position.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

RNS. Full Time, Night Shift, 11 PM to 7:30 AM. $8. an hour. Apply
Arnold Home
18520 W 7 Mile
531-4001. Ext. 38

NURSES - RN or LPN, all shifts, paid Blue Cross. Pleasant working conditions. Call Mrs. Craig. 354-3222

MSW
$15-18,000 FEE PAID
Local medical facility needs you. 2 years experience preferred, excellent growth potential, full benefits.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

MED -TECH-SUPERVISOR
ASCP - HSW
Approved, Mon thru Fri 8-5. Complete charge of full service lab. $16,000 plus Fee Paid.
DR PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

MEDICAL ASST
Royal Oak MD needs your skills. $150 weekly, 4% days, no Sat. EKG, VP, Vitals, X-Ray. Eight hr.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

MEDICAL-DENTAL RECEPTIONIST
Dental office at all front desk, peg board, experience necessary. 9-5, 35 hour week, no Saturdays. $150 per week. Farmington. Medical office: Specialist's office, Dearborn, good typing, insurance billing, filing, etc. Many others too.
DAVIS-SMITH
Medical-Dental Personnel
Since 1946 537-7250

MEDICAL ASSISTANT
Part time for Internist's Office, 9 Mile, Greenfield area. Must know EKG, injection & blood drawing.
569-5060

NURSING COORDINATOR
Person with Medical background needed for position of Nursing Coordinator for local office of Kelly Home Care.
Must like people, have Administrative skills, and an interest in Public Relations contact. This position has the opportunity of total involvement in the Health community. Good salary and excellent benefit package. Position available immediately. Call for more information and an interview appointment.
KELLY HOME CARE
21700 Greenfield, Oak Park
968-3630

MEDICAL ASST
Farmington physician needs sharp girl to give injections, do EKG, VP and help assist him with busy practice. Great hours!
TOWN & COUNTRY
EMPLOYMENT CENTER
Medi-Dental Div. 474-1717

MEDICAL RECEPT. - $625.
Work for really nice doctor in beautiful Livonia office! Good front office skills are a must!
TOWN & COUNTRY
EMPLOYMENT CENTER
Medi_Dental Div. 474-1717

RECEPTIONIST, over 30 preferred. Some experience preferred. Send resume to Box 294, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL Assistant, part time. Southfield area. Will train conscientious nonsmoking woman with attractive smile. Mon., Thurs., Fri. 2:30 - 5PM. Sat., 9AM - 1PM. $50 per week. 666-7470

DENTAL RECEPTIONIST, experience necessary. Rochester area. 30 years or older, full time. 8:30 - 5:30, ¼ day Sat. Salary. Send photo and reply: P.O. Box 694, Rochester, Mich. 48063

EXPERIENCED COOK
Full time. Apply in person. University Convalescent & Nursing Home, 28550 Five Mile Road, between Inkster & Middlebelt, Livonia.

LPNS
Full and part time, all shifts. Clean, modern facility. Pleasant working conditions.
FOUR CHAPLAINS
Convalescent Center
28340 Jay Rd. Westland
261-9500

NURSES AIDES
DAYS & MIDNIGHTS -
FULL & PART-TIME
CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

MEDICAL ASSISTANT, Southfield area. Prefer female, experienced, full week including Sat. & 2 evenings. 569-3118

X-RAY TECHNICIAN. Helper. For Portable exray Service. Full time. 559-9949

DENTAL ASSISTANT
Full time position available for enthusiastic individual with experience in four-handed dentistry. Excellent salary and unlimited benefits. Westland area. 722-5138

THREE OF NURSING HOMES!
Private duty Nurse's Aide. Attendant to care for handicapped young man, for day shift. Weekends off. Westland area. 425-4729

LIVE - IN evening care for handicapped young man. Private room. Day hours - weekends off. Driving required. Good opportunity for student. Westland area. 425-4729

TWO POSITIONS Available with Farmington Physician. Medical Secretary, only experienced need apply, blue shield, medicare, medicaid billing. Medical Receptionist, pegboard experience, phone, references please. 476-1201

Nurse's Aides
Days, Afternoons, Midnights.
Apply in person.
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blk. W. of Lahser
255-6450

PART TIME Medical Assistant, typing, nonsmoker, fitness oriented. Send Resume to: Ruth Lewis, 1851 W. Big Beaver, Troy, Mi. 48084

RECEPTIONIST - TYPIST, previous experience & references necessary. Insurance knowledge helpful. Well established dental office, 10 Mile - Northwestern area. Salary commensurate with skills. No evenings. Days, call 354-3341; evenings, call 626-2681

AIDES & ORDERLIES
ALL SHIFTS
Part and full time. Beverly Manor Convalescent Center, 28200 Meadowbrook Rd., Novi. 477-3000

RN - LPN
ALL SHIFTS
Head Nurse - Days
Good starting salaries and good hospital benefits. Full time. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE AIDES
Full time, all shifts, experienced preferred but not necessary. Apply in person
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
Betw. Grd River & 8 Mile

DENTAL RECEPTIONIST, Farmington Hills, Afternoons, 4 days. Student, neat, personable. Basic office skills. Send hand written resume to Box 590, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EDUCATION SPECIALIST
Special training program relating to child care field. Teach general hospital procedures applicable to child patients in medical institutions. Must have nursing degree with some teaching experience desirable. Excellent fringe benefits. Term: 40 weeks. Salary $250 per week.
SCHOOLCRAFT COLLEGE
LIVONIA
591-6400, Ext 249
An Affirmative Action
Equal Opportunity Employer

NURSE'S AIDS
Five day paid training class. Full time or Part time, day shift employment. Attendance bonus. Start today. Apply in person
DORVIN CONVALESCENT
& NURSING CENTER
29270 Morlock, Livonia, on Middlebelt, one block south of 8 Mile.

DENTAL. Mature receptionist and assistant, experienced in 4 handed technique. Farmington. 474-4600

FULL-TIME Medical assistant, experience preferred, but will train. Call 10 AM-PM. 425-0780

PERSONABLE ambitious person needed part time for challenging dental practice. No experience necessary but must be willing to work diligently & cheerfully thru training program. Afternoon hours. Send resume to Box 278 - Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL Assistant, experienced in all Front office procedures. Knowledge of Blue Shield, Medicare and Medicaid billing. Redford area. Please call after 10 AM. 537-3330

EXPERIENCED medical receptionist. Farmington area, salary open. Call 474-2601

RECEPTIONIST, Pediatrician's Office, Birmingham area. Typing, pegboard. 5 day week. Reply to Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

WANTED, Dental Assistant. Trained and Certified preferred. Chairside, good benefits, no Saturday or Sundays, pleasant office. 729-2156

GIRL to work in Physician's Office. Apply Tuesday, August 30, 3 to 5 PM. 19641 W 7 Mile, 2 blocks east of Evergreen.

PRIVATE duty Nurse, experienced, to take care of disabled baby in Nursing home. 4PM to 8 PM, 6 days per week. Good pay. Call late evenings. 967-3053

RN'S, LPN'S
DAYS & AFTERNOONS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blk. W. of Lahser
255-6450

J.C.A.H. APPROVED
Modern extended care facility, skilled and basic care, now hiring LPN'S and RNS part-time and full time. ALL SHIFTS. We offer ongoing in-service education on the professional level. Close to direct, convenient travel routes. In-service orientation program provided. We welcome new graduates. No shift rotation. Call Mrs. Harding, R.N., Director of Nursing, Beverly Manor Convalescent Center, Novi. 477-2000

LPNS
Full and part time, all shifts. Clean, modern facility. Pleasant working conditions.
FOUR CHAPLAINS
Convalescent Center
28340 Jay Rd. Westland
261-9500

NURSES AIDES
ALL SHIFTS. Experienced need only apply. Good pay and benefits, pleasant surroundings. Apply 8-3, Monday through Friday. Linda.
FARMINGTON NURSING
HOME
30405 Fahon, Rd. Farm.
477-7400

RNS, LPNS
Interested in Geriatric Nursing. Pleasant surroundings, good benefits. Apply
30405 Folsom
Farmington Hills
Contact Mrs. Lindow RN
Director of Nursing
477-7400 Ext 35

RNS or LPNS
Full time afternoon shift. Part time day shift. Apply
WILLIAMSBURG
Convalescent Cr.
21017 Middlebelt, Farm.
Between Grd. River & 8 Mile
476-8300

HEALTH AIDES
HOME-AKERS
LIVE-INS
Needed to work in private homes. A genuine interest and concern for people plus good references are essential to meet our high standards. Experience necessary.
KELLY HOME CARE
968-3530
An Equal Opportunity Employer

IMMEDIATE opening in Livonia Doctor's office for experienced front desk person or will train some knowledge of insurance background helpful. Light assisting experience preferred but not necessary. 478-1100

MEDICAL RECORDS
DEPARTMENT HEAD
A.R.T.
We are currently seeking an experienced A.R.T. to work full time at our small suburban hospital. The ideal candidate will have Supervisory experience in both In-patient and Out-patient Medical Records, Transcription, and Insurance. This challenging position offers an excellent starting salary, a fully paid benefit package and a congenial work environment. Qualified applicants seeking more information, please call personnel.
METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RECEPTIONIST needed for busy Aesthetic office, in Farmington Hills area. 851-6455

HEAD RECEPTIONIST
Career oriented, mature, experienced Receptionist to coordinate 6 girl office. Apply 9 AM - 5 PM, Mon. thru Fri.
WESTCOTT HOSPITAL
24601 Grand River
3 blk. West of Telegraph

Aides/Orderlies
ALL SHIFTS for an expanding psychiatric facility. Apply in person.
ARDMORE ACRES
Hospital
19810 Farmington, Livonia

DENTAL ASSISTANT wanted, part-time, afternoons. High school graduate, will train. Call before 3 PM. Monday thru Friday. Livonia area. 425-0440

NURSERY WARD NURSE-Veterinary, efficient, dedicated person for long term employment. Will train toward Animal Technician Certificate. Very interesting activities, rotating schedules.
WESTCOTT HOSPITAL
24601 Grand River
24429 Grand River
3 blks. West of Telegraph

DENTAL HYGIENIST
We are looking for someone to join our Preventive Oriented Practice in Plymouth. Pleasant surroundings & enthusiastic staff! Please send resume to Box 202, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN or LPN
Needed for Afternoon Shift, full time and part time. Please call
476-0550
DORVIN CONVALESCENT
& NURSING CENTER
Near Livonia Mall

NURSES AIDES
ALL SHIFTS now available. Full time positions, mature persons. Will also consider part time, 5 or 6 hours per day. See Mrs. Mayville.
Nightingale West
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSES, LPN, or part-time, all shifts, for skilled nursing facility. Apply Hendry Convalescent Center, 105 Haggerty, Plymouth.

RN OR LPN for part time position. Supervisory experience preferred. 354-1722

RECEPTIONIST
Busy Ophthalmologist's office, full time, Blue Shield, Medicare, Medicaid, Pegboard, Telephone, Ophthalmologic terminology helpful. Send resume to Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST needed for busy family practice, call for appointment. 476-2455

EXPERIENCED, mature, lab and X-Ray Tech. for busy medical office. 7AM-3PM, call 10AM-2PM Farmington Hills 626-7544

TWO POSITIONS with Farmington Physicians. Receptionist, Experience helpful. Medical secretary - 2yrs. experience required. Blue Shield-Medicaid-Medicare. Please call 476-1201

MATURE, reliable Receptionist - Office Manager needed for dentist office, Clawson area. Reply to Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL Assistant with Orthodontic experience. Dearborn area. Reply Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RNS - LPNS - NURSE AIDES, needed all shifts. Bloomfield Hills.

EXPERIENCED Medical Receptionist. Dictaphone experience. Monday through Friday, full time Southfield location. Call 569-4222

DENTAL ASSISTANT
Garden City area, 4 day week. Typing required. Will train. Reply: Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXPERIENCED Medical Assistant for Orthopedic office. Southfield area. Must know all types of insurance & knowledge of X-ray helpful. Monday thru Friday. 569-2369

EXPERIENCED RECEPTIONIST for Orthopedic front office. Must have knowledge of peg board and able to handle phones. Monday thru Friday. 569-2369

NURSES Aides, all shifts, full or part-time, will train. Hendry Convalescent Home, 105 Haggerty, Plymouth.

NURSE AIDES
FULL TIME & PART TIME
MIDNIGHT SHIFT
Apply in Person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE'S AIDES
Full time positions now available. Also experience necessary. Classes now beginning. Be paid while you train. Apply in person
UNIVERSITY CONVALESCENT
& NURSING HOME
28550 S Mile, Livonia
Between Inkster & Middlebelt

RN'S-LPN'S
Use the skills that you have been trained for, work in the best of working environments. Apply your managerial training in a professional setting. Excellent benefits and competitive salary. Apply in person
University Convalescent
& Nursing Home
28550 Five Mile Rd., Livonia
Located between Inkster & Middlebelt Rds.

NURSE AIDES
& ORDERLIES
FULL OR PART TIME
ALL SHIFTS
Apply in Person 9 - 4 PM
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RN'S, LPN'S
FULL & PART TIME
Days & Afternoons
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

504 Help Wanted Office-Clerical

SECRETARY
Private secretary for life insurance agent. Experience in shorthand helpful but not necessary. South-field area. Mrs. Kent 357-3550

Administrative Ass't.
Sales experience a plus here with on the more Birmingham firm. Lots of public contact, terrific potential. $700 - 1200. Call 569-8900 Your Best Bet Today. Ask For Ann
HARRIET SORGE PERSONNEL

504 Help Wanted Office-Clerical

Apartment Rental
AGENT
Apartment Complex near Oakland University requires a mature intelligent person as full time Rental Agent for approximately 3 months beginning Sept. 1. Interesting work, pleasant conditions. Please Call Mrs. Walters 9 AM-5 PM.
373-6770

SECRETARY-RECEPTIONIST
Salary to $650. Small company, ideal conditions, pleasant people. Paid Blue Cross-Blue Shield, free garage parking. Reception, filing & typing speed of 50WPM required. Must be mature, cheerful, cooperative, willing to take direction. John F. Michamara Co. 2000 Town Center, Suite 2570, Southfield. Call Miss Murphy for appointment.
352-2610

RECEPTIONIST
For Saturday and Sunday. Typing required. Good phone manner. 13 Mile and Orchard Lake Area. Call Jim Stevens
851-1900

RECEPTIONIST
Super Southfield firm needs you to promote their image. Variety spot presents a challenge. $650-675 with flexible hours. Call 569-8900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

GENERAL OFFICE WORK
Several openings - light typing, filing, phone, general office work. Apply Novi American, 40200 Grand River, Novi. Ask for Mrs. Studer.

RECEPTIONIST - SECRETARY
Fee paid, $600+ Exciting opportunity with well known suburban firm. This company offers lots of nice benefits with nice 35 hour working week.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SUBURBAN SECRETARY -$750
Fee paid. Farmington Company offers great potential for the career minded gal! Good typing and shorthand skills a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717 »

BOOKKEEPER/SECRETARY
Fee paid to $970. Excellent career opportunity for those gals who types 55-60 and has some bookkeeping experience. Very diversified position, super benefits, great suburban location.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

RECEPTIONIST
Busy Ophthalmologist's office, full time, Blue Shield, Medicare, Medicaid, Pegboard, Telephone, Ophthalmologic terminology helpful. Send resume to Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

IMMEDIATE OPENINGS
SECRETARIES
TYPISTS
SWITCHBOARD
DICTAPHONE
CLERKS
All Office Skills
Temporary assignments now available with KELLY GIRL. Work when you want! And where you want! Come work in FREE! AN AGENCY - NEVER A FEE
CALL OR VISIT
27629 John R, Madison Hts.
398-2680
KELLY GIRL
A Division of Kelly Services
An Equal Opportunity Employer

LEGAL SECRETARY, American Center, Southfield area. Typing skills required, shorthand & legal experience preferred. Call Jan
353-1400

MATURE, experienced, dictaphone operator & general office, small insurance claims office, Southfield. Call Mrs. Clark for appointment
353-1900

RECEPTIONIST
$8,000
Excellent phone ability, good accurate typing and some work experience will qualify you for this terrific job. Plush offices.
Snelling & Snelling
478-3500

CLERK TYPIST for a plush suburban office. 50 wpm typing, good hours & benefits. Up to $550 per month. Phone Sue Ann Wolf, Co. 19195 W. 10 Mile Rd., Southfield, Mi. 48075
557-5858

SECRETARY with good business machine experience needed to run Computer & handle diversified office duties for Royal Oak manufacturer. Full time, good benefits including profit sharing & pension plan. Send resume, including salary history to: Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER for small company. Full charge but no taxes or payroll. Must be experienced, dependable and mature. Downtown area. Call for appointment. 533-4420

Junior Secretary
Sales department of large automotive supplier requires Junior Secretary with good typing skills and shorthand helpful but not necessary. Minimum 2 years office experience.
Call or write for interview:
Salaried Personnel
Federal Screw Works
3481 Martin Ave.
Detroit, Mich. 48210
841-8400
An Equal Opportunity Employer

EXECUTIVE SECRETARY, 4 years plus experience needed. Full time position in Farmington Company. Equitable Life Assurance Society. 2401 W Big Beaver Rd. Troy. 643-9400
An Equal Opportunity Employer

GEN. OFFICE GLAMOUR SPOT
The exciting world of motion pictures needs your flair for figures and shining office skills! To $650! Call Debbie Ross
569-0400
Snelling & Snelling
PERSONNEL

RECEPTIONIST
Needed for busy phone, typing skills, experience required. Good benefits. Call 9am-5pm 569-4800

GENERAL OFFICE for busy sales dept. Several immediate openings. Apply in person. Novi American, 40200 Grand River, Novi.

LEGAL SECRETARY TRAINEE
Major law firm in suburban area will train poised, intelligent person. This position offers a real career opportunity. $650 month.
644-4600
SNELLING & SNELLING
AGENCY

Insurance Agency
Immediate opening for experienced property or package rater for top commercial desk. Benefits. Farmington Hills.
553-4800

504 Help Wanted Office-Clerical

SECYS & SR. TYPISTS
PBX & KEYPUNCHERS
Start immediately in temporary assignments. Meet people & earn money at the same time. No fee. Select the job you want.
TEMPORARY STAFF
356-1616

BOOKKEEPER
FULL/PART-TIME
For small CPA Firm. Must be experienced. Trial balance payroll taxes. Northwestern-12 Mile Area. Excellent salary. Call Mrs. Ruth
354-3177

ONE GIRL OFFICE
Mature woman for bookkeeping, typing and phones, start immediately. Salary based on ability. 22500 Schoolcraft, Livonia. Call
427-2251

CLERICAL position with Lathrup Village firm. Plush offices, interesting job, excellent pay and benefits. Steady position. Must be good with detail, neat typist, 40 WPM, high school graduate, independent worker. For appointment call Mr. Green at
557-0000

MAG CARD secretary, for Southfield law firm. Growing firm is looking for a person who is career orientated, has good secretarial skills, and a knowledge of word processing. Send resume to Karen, Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY-ADVERTISING
Exceptional position for one with top steno skills and 2 years of general office experience. $800.
Durham Assoc.
569-1522

EXECUTIVE SECRETARY
$9620
Strong shorthand and typing. Work for company president.
KAY TURNER PERSONNEL-1101
18230 W. 10 Mile Rd.
SOUTHFIELD

SECRETARY for prestigious firm. Career opportunity requiring excellent typing and secretarial experience. No shorthand necessary. Salary $650 to $700 per month plus outstanding benefits. Fee Paid.

RECEPTIONIST

General office for Southfield firm, will be trained on sophisticated switchboard equipment. High School graduate and good typing required. Salary $675 per month plus benefits. Fee Paid.

BOOKKEEPER

SECRETARY for firm in Drayton Plains area. Three trial listings and light typing required. Salary $740 to $875 per month. Fee Paid.

ACCURACY
PERSONNEL
642-3050 358-2010

SECRETARY
Self-starting, professional person, with 3-4 years experience. We want to work in people oriented atmosphere. Typing excellent, organizational ability a must! Located in Southfield. Evergreen-10 Mile Area. Salary commensurate with experience. Excellent benefits. Call
352-8865

LEGAL SECRETARY for Troy law firm, experienced in personal injury, shorthand
649-2828

ALL JOBS
FEE PAID
TWO CLERICAL TYPISTS positions for large company in Troy. Typing $5-60 accurate. To $650 Fee paid.
SECRETARY for prestigious Troy firm. Typing, light shorthand, and general office skills. $650. Fee paid.
PREFERENCE
PERSONNEL
362-3420

MAG CARD SECRETARY - 60 WPM typing, innovative person for diversified position. Benefits. $700. fee paid.

EXECUTIVE SECRETARY - good typing, shorthand and experience. Southfield firm. $750. fee paid.

CLERK TYPIST - Beautiful Troy firm. 55 WPM required. $540 . fee paid.

SECRETARY - fascinating position for television production executive, typing 50 WPM, shorthand required. $750. fee paid.

LOIS RAY
PERSONNEL
559-0560

STENOS
CRT OPRS.
TYPISTS
KEYPUNCH
(SYSTEM 32)
(UNIVAC)
(CMC)
MONEY ISN'T everything But is sure does come in handy for most things. If you'd like to add a little extra money to your life why not do it with a temporary job? Work when you want to in different places with different people. A little extra money or a nice feeling.
Interviewing Mon. thru Fri. 9-3
MANPOWER
TEMPORARY SERVICES
20049 S. Mil. Road, Dearborn
29356 Ryan Rd. N. of 12 Mil
An Equal Opportunity Employer

TYPIST-BOOKKEEPER, general office for Southfield CPA office.
352-3700

SECRETARY
Sharp, attractive person with excellent typing & shorthand skills. To assist management team at large private club.
353-2811

SECRETARY $12,000
Front office personnel, top steno skills for superb position. Fee paid.
Durham Assoc.
569-1522

JR. SECRETARY $140. Exciting public contact big needs like shorthand to start immediately! Rosemary Ford Employment Service 424-8616

TRAVEL TYPIST, $550. Your good accurate typing hands you a sparkling spot! Rosemary Ford Employment Service. 424-8616

JR. RECEPTIONIST $125. Meet and chat with clients at busy Front Desk in between typing a bit! Rosemary Ford Employment Service 424-8616

CLERICAL SPOTS
To $6500
Several opportunities available. Pleasant speaking voice, outgoing personality and accurate typing necessary. Call for appointment.
Snelling & Snelling
478-3500

SECRETARY, $800
Excellent steno skills and front office personality. To train in NW suburban law firm.
Durham Assoc.
569-1522

504 Help Wanted Office-Clerical

SECRETARY for Southfield law office, no legal experience necessary, good secretarial skills required.
557-3222

DISTRICT SECRETARY for Sales Office in Southfield. 8:30 AM - 5 PM, 5 days. Typing, filing, phone. Call Hosenan
353-4386

INVENTORY CLERK
Fee paid. Top career, some college & inventory experience desired. $10,000 range to start. Call
542-9232
SCOTT GROUP, INC.
TOTAL EMPLOYMENT SERVICE

SECRETARY with good typing skills for modern Southfield office. 3 years experience preferred. Write to Mr. Maxwell, 25711 Southfield Rd. Southfield, Mi. 48075
Equal Opportunity Employer M/F

ASSISTANT BOOKKEEPER, peg board system. Blue Cross & pension. Southfield area.
355-1356

SECRETARIES
TYPISTS
CLERKS
We need your skills. Immediate openings for short-term temporary OFFICE ASSIGNMENTS in your area. Enjoy working as little or as often as you prefer. While making extra money. If interested, apply at KELLY SERVICES. 29449 S Mile, Livonia between Middlebelt
Equal Opportunity Employer M/F

Secretary/Recept.
Established manufacturing firm in Farmington is looking for someone with previous office experience. Phone and order processing will be main duties. Good typing required. Call for appointment
NORDON CORP.
477-5700
An Equal Opportunity Employer

General Office
Expanding Southfield Corp. requires sharp, dependable person to fill full-time clerical position now open. Attractive offices and top benefits with good starting salary. Part-time positions also available, starting 15-20 hrs/wk. Call Jean at 642-4200, Ext. 42.

SALES SECRETARY
Diversified duties, ability to assume responsibilities and work well with others, career opportunities with a progressive Southfield Firm. Minimum requirements: typing 60 WPM, shorthand 80 WPM. For appointment call
353-3209

MATURE woman with all around office experience, capable of answering phones, taking messages properly, typing, light bookkeeping skills and knowledge of payroll. Troy area. Call between 3:30 and 5 PM.
362-4440.

BILLING CLERK
$7800
Dynamite job! If you have a good figure aptitude and a desire to learn data processing, this successful firm maybe for you.
Snelling & Snelling
478-3500

EVERYBODY
INTO THE POOL
Many interesting short and long term temporary assignments. Gain valuable work experience and earn extra income for vacation, wardrobe, new car and all the other good things you wish you could afford. TOP PAY for:
SECRETARIES
TYPISTS
KEY PUNCH
BOOKKEEPERS
RECEPTIONISTS
TOP PAY - NEVER A FEE
Call Us
478-8350
OFFICE
PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1945

PART TIME office help wanted. 2 days a week to answer phone. Must type. No experience necessary.
310-1900

BOOKKEEPER
Full charge, part time, typing required, experienced only. Southfield area.
569-3399

INSURANCE
We need a RECEPTIONIST-PBX OPERATOR. Light typing included. Pleasant working conditions, good benefits and working conditions. Call Mrs. O. DRISCOLL at 353-3500 for an interview appointment.
An Equal Opportunity Employer

MEDIUM-SIZED manufacturing company in Northwest Northern suburbs is looking for an experienced System 32 operator. Salary commensurate with experience. Please call between hours 8AM - 5PM.
852-6002

SECRETARY - learn legal. Southfield firm needs good typing 55-60 WPM, no shorthand. Will train in busy office. Salary $650, good benefits and fee paid.

SECRETARY - 50-65 WPM, 80 shorthand for large company in Troy. Salary $700, fee paid and super benefits.

LEGAL SECRETARY - for beautiful offices in Troy. 70 WPM, no shorthand. Salary $780-$800 Fee paid. Benefits.

BEGINNER TYPIST - with light experience, can work for company with plush offices in Somerset area. Salary $500 to start, good raises and advancement. Fee paid and benefits.

ADAMS
&
MARTIN
PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

ORGANIZED, flexible, responsible woman with good English & initiative needed to run a 1 girl office in Farmington Hills. Part time days, telephone work. Light bookkeeping & typing. Can start immediately. Submit a typewritten description before September 1st - of previous employment experience, salary requirement & mail to: Box 280, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER - TYPIST, experienced. Part time, for public accountant's office in Ferndale. Evenings.
968-1459

RECEPTIONIST
Your math duties will be to answer phones and greet people and to your spare time you will type labels and do mailing. This Southfield employer pays $600 month and our fee - for 1 year office experience.
#1 Personal Place
846-7280

504 Help Wanted Office-Clerical

SECRETARY - University of Michigan has several immediate openings for capable and experienced, 12 to 3 years Secretary, good typing required. 50 wpm. Completion of Business College curriculum acceptable in lieu of experience. Salaries commensurate with experience. Apply at Employment Services, 2011 Administrative Services building, or call. 764-7280
A Non-Discriminatory Affirmative Action Employer.

EXPERIENCED BOOKKEEPER
For Restaurant & Lounge
851-0700

MATURE, capable, experienced, Legal Secretary, for Birmingham Law Firm. Good shorthand, typing, some dictaphone. MT200 experience useful, but will train. Call for Jerry.
645-5800

RECEPTIONIST needed for Southfield office, good typing skills required. Call Joyce Lunn. 559-2828

SALES & SERVICE
West Suburban manufacturing concern pays $750 and good benefits for people to work in their service department. Direct contact with production control and customers.
#1 Personal Place
846-7280

BEST TEMP.
JOBS IN TOWN
SCOTT GROUP
Supplies temporary office help to top companies. If you have any office skills, we need you.
NOW!!
Don't put it off. Register today.
CALL 542-9232

IMMEDIATE
FULL-TIME
POSITIONS
CLERK-TYPIST
FILE CLERK
LEGAL TYPIST
If you like to type, file, do figure work & variety office assignments, we are sure to have a position to interest you.
Birmingham location. Excellent employee benefits & promotional opportunities. Call Vicki Sutz for appointment.
645-2700

LIBERTY MUTUAL
INSURANCE CO
(Telegraph at 12½ Mile)
An Equal Opportunity Employer

CLERK-TYPIST
Typing speed, 40-45 wpm, 35 hour week, small friendly office. Call Pam.
642-6013
UNIVERSAL
UNDERWRITERS INS. CO.
30400 Telegraph

CLERICAL
Several beginning positions available at corporate offices of international organization headquartered in Southfield.
Good math aptitude and the ability to type required. No previous experience necessary.
Call 569-5700, ext. 222 for an interview appointment.
Equal Opportunity Employer M/F

Legal Secretary
We are seeking a highly organized and motivated person for responsible position as a SECRETARY to Vice President. Corporate headquarters of international organization located in Southfield. Shorthand required as well as excellent typing and dictaphone skills. Benefits included. Send resume detailing salary requirements to:
PERSONNEL DEPT.
P.O. Box 1179
Detroit, Michigan 48266 (or Equal Opportunity Employer M/F

SECRETARY
Legal staff of Southfield based international organization is seeking a departmental secretary. Shorthand is not required. Must have proficient typist with dictaphone skills. Some experience on the Mag II is also required. Benefits provided. Advancement possible.
If interested, please call 569-5700 ext 222 for an interview appointment.
Equal Opportunity Employer M/F

CLERK TYPIST
Permanent position available in insurance section of international organization headquartered in Southfield. Must be proficient typist with good clerical skills.
Call 569-5700 ext 222 for an interview appointment.
Equal Opportunity Employer M/F

ADV. RECEPTIONIST
Medium sized Southfield advertising agency, looking for receptionist type to handle phones, followed by some bookkeeping background. Pleasant working conditions, salary commensurate with ability.
358-1490

Office Clerk
Sharp gal over 25 with good business skills and have an aptitude for figures to assist in Accounting Department. Novi area. Call Miss Harper weekdays between 10 AM and 3 PM.
349-5000

RECEPTIONIST for law firm, full time. Dictaphone, accurate typing, recent experience. Birmingham area.
642-6000

BIRMINGHAM doctor's office requires Receptionist and File Clerk. Must be experienced. Call after 6:30.
851-6455

RECEPTIONIST/TYPIST
Can you handle a hodgepodge of assignments and keep them all in order? Would you like to work 30-40 hours per week in the Fisher Bldg. with inside parking and attractive benefits. If you can answer yes to these questions call Gretchen.
873-1200

EXECUTIVE secretary in 1 girl office-Troy. Life insurance, investments. Experience preferred. Good math, excellent typist. Career. MI 37550, 689-8878

LEGAL SECRETARY, start mid Sept. Suburban Northwest Firm. Good typing, shorthand, dictaphone essential. Salary commensurate. For appointment.
626-9722

GAL FRIDAY
LIVONIA
For 1 girl office, typing, bookkeeping, real estate experience helpful. Permanent position with 10 year business. Salary open. Call between 1PM - PM, daily.
261-9611

BOOKKEEPING-CLERK Busy travel company has position for self starter with bookkeeping background. Must be accurate in math, type, have neat handwriting. Will train. Salary negotiable, excellent benefits. Mina Lou 357-5100

SECRETARY Wanted for Livonia law office. One year experience. Ask for Cathy.
477-6323

504 Help Wanted Office-Clerical

CLERK TYPIST
Pleasant working conditions and variety of duties in 3 person office in Farmington. Must type at least 50 WPM accurately. Non-smoker preferred. $130-$150 per week to start depending upon experience and qualifications. Butler Place locations Inc.
477-4180

GENERAL OFFICE
High School Graduate in South-field Area. Call Mr. Beneson.
354-1720

GENERAL OFFICE
Large Southfield Law Firm has opening for bright person with excellent typing skills & general office experience.
358-5200 ext. 172

BOOKKEEPER Expanding non-profit mental health agency has an immediate opening for bookkeeper with previous experience. Duties to include general ledger maintenance, accounts payable, bookkeeping machine posting. Excellent salary and fringe benefits. Send resume to P. O. Box 284
24-26PM.
542-0127

EXECUTIVE-BOOKKEEPER - Secretary to perform company president's functions during his many absences. Must be unusually capable and have substantial office experience. Write P.O. Box 8932, Oak Park, Mich. 48237.

CITY OF LIVONIA
CLERK TYPIST I
$3,122-$12,396. Typing 45 WPM., 1 year full time paid experience required.

CLERK STENO I
$10,961-$12,916. Typing 45 WPM., shorthand 80 WPM At least 1 year full time paid experience or an appropriate associate degree.
Both positions require: high school graduate or equivalent, Livonia residency and U.S. citizenship. Apply by Sept. 8, 1977 to: Civil Service Commission, 33625 7 Mile.
An Equal Opportunity Employer.

ACCOUNTS RECEIVABLE trainee needed for Detroit firm. 354-0161

TYPIST wanted full time, minimum 55 WPM. Contact Mary Ann at Mid-States Motor Freight.
355-9200 Ext. 256

SECRETARY. Life Insurance background preferred but not essential. Need capable employee with figure and detail aptitude. Salary commensurate with experience. Excellent company benefits. MR. ARNOLD
352-6300

SECRETARIAL OPENING
Permanent part time. Orchard Lake - 14 Mile Area. 10 AM - 2 PM Mon. thru Fri. Experience on phone & typing a must. Reply to Box 126, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY
ADMINISTRATIVE ASSISTANT
Must be alert, have good skills & the ability to handle detail. Excellent opportunity for the right person. Salary open. Call Mr. Ward
Farmington Hills, Michigan, 48018.

DICTAPHONE
OPERATOR
Experienced Dictaphone Operator proficient in the use of English grammar and punctuation. 60 wpm. Competitive salary with excellent benefits.
RELIANCE INSURANCE
COMPANIES
Contact Mrs. Forkin
649-4300
An Equal Opportunity Employer

BIRMINGHAM
Light bookkeeping position, with established retail corporation. Ideal location, paid parking and flexible hours, approximately 35-40 hours per week. Call Art, at Black Shoe Co.,
646-7752

SECRETARY
Prominent Southfield based real estate firm desires individual with good secretarial skills and pleasant telephone personality. Shorthand a must.
Call:
559-2000 ext 137

RECEPTIONIST-for Advertising Agency. Must be excellent typist, personable and reliable. Phone ext. 41.
358-8800

ORGANIZED, flexible, responsible woman with good English & initiative - needed to run a 1 girl office in Farmington Hills. Part time day, telephone work, light bookkeeping & typing. Can start immediately. Submit a typewritten description before Sept. 11 of previous employment experience, salary requirement &mail to Box 280 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150.

EXPERIENCED TYPIST
Mature woman for diversified work. Telegraph & Maple area. Call for appointment. Wilshire Office.
KE 7-6660

RECEPTIONIST