502 Help Wanted Dental-Medical

MATURE DENTAL Assistant with front desk experience for 4½ days. Farmington Hills area. 553-3828

MEDICAL Assistant, full time. 1 year medical office experience or training. vena puncture, light typing. 553-2900

WANTED DENTAL HYGIENIST. Part time, Monday, Tuesday. Send resume to W. E. McMinn, DDS 36180 5 Mile Rd. Livonia, Mich. 48154.

MATURE Individual willing to learn all aspects of Dental Office. Must be intelligent and well groomed. Salary open. Southfield. Call 557-4844

FULL TIME dental assistant, experienced preferred. Garden City area. 427-2881

EXPERIENCED receptionist for busy Dr's office in Southfield, familiar with all insurance forms, speedy typist. Call 569-0197

MEDICAL Assistant, mature, experienced, X-Ray, EKG, full time. Salary open. 25441 W. Warren, Dearborn Hts. 274-0641

RESPIRATORY THERAPY TECHNICIAN full time. One year experience or recent Tech School grad desired. Salary and fringe benefits. Apply Personnel Office, Redford Community Hospital, Redford. 531-6200

RECEPTIONIST for Southfield orthodontic office. Full time permanent position for capable efficient person able to meet people & assume responsibility. Write to box 370 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BUSY Orthopedist office seeking registered X-ray Technician. 5 days per week, excellent pay. Southfield. Reply to Box 392, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL Hygienist wanted for Periodontal practice in Livonia. Full or part time. Weekdays only. Call 522-7313

DENTAL ASSISTANT needed. 10 Mile. Greenfield area. Reply, stating age and qualifications to: Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MEDICAL ASSISTANT. Orthopedic office in Southfield needs experienced girl to assist Doctor. Must know Insurance and typing. X-ray knowledge helpful. Mon. thru Fri. Other benefits. 569-2368

DENTAL OFFICE in S. Lyon seeking young girl, experienced in some assisting and some front desk work. Please phone. 437-8301

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

NURSE AIDES

ALL SHIFTS Experienced need only apply. Good pay and benefits, pleasant surroundings. Apply 8-3, Monday through Friday. Linda.
FARMINGTON NURSING HOME
30605 Farmington Rd. Farm.
477-7400

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

RNS or LPNS

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

DENTAL Assistant, experienced, full time. Highly professional office awaits team member. Salary open. Livonia-Redford area. 427-6310

SURGERY WARD NURSE-Veterinary, efficient, dedicated person for long term employment. Will train toward Animal Technician Certificate. Very interesting activities.
WESTCOTT HOSPITAL
FOR ANIMALS
24129 Grand River
3 blks. West of Telegraph

PULMONARY FUNCTION and ABGs tech. Own car necessary to rotate between clinics. Full time, contact Gary Mazur 477-3500

SALES. Southfield Area- Seeks Top Flight Full Charge Bookkeeper. Capable of handling books through adjusted trial balance with minimum supervision. Excellent benefits & pay. Apply: Tire Brand Inc., 2025 E. Southfield Rd. Suite 130, Southfield. Telephone Mr. Cox 646-0105

MEDICAL SECRETARY, ophthalmology office. Part time. No experience necessary. 837-4355

DENTAL HYGIENIST wanted, full or part time in Farmington. Call Sue. Send resume to Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY to Psychology Dept., Dictaphone experience and Medical Terminology necessary. South-field area. Salary commensurate with experience. Call Ext. 241 569-5142

REGISTERED EMERGENCY MEDICAL TECHNICIAN
If you are a registered emergency medical technician & want to use your training, we have openings for a Full-time person to manage an emergency hot line. Good pay, excellent benefits, comfortable surroundings. Call Robert Aylsworth, Director of Personnel: 961-1810

502 Help Wanted Dental-Medical

EXPERIENCED Dental Assistant for Redford Dental office. 537-5082

DENTAL ASSISTANT
Full time, experienced required. Send resume to W. E. McMinn, DDS, 36180 5 Mile, Livonia, 48154

RN-LPN

DAYS - Full & Part-Time
4EVENINGS - Part-Time
NIGHTS - Full & Part-Time
Short hours also available. Call Marie Beauchamp. Westland Convalescent Center. 728-8100.

RN SUPERVISOR

FULL-TIME AFTERNOON
Supervisory experience preferred, but not necessary. We need an energetic, progressive and professional Nurse to join our staff. If you are able to supervise the care of a 230 bed skilled facility and provide nursing management, call us.
Marie Beauchamp
Director of Nursing
Westland Convalescent Ctr.
728-6100

DENTAL Assistant, experienced, full time and part time, highly professional office awaits, Team member, salary open. Livonia , Redford area. 427-6310

RECEPTIONIST — Assistant for Oral Surgery office. Southfield office. 358-1978

BUSY Orthopedist office seeking registered X-ray Technician. 5 days per week, excellent pay. Southfield. Reply to Box 392, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

GIRL NEEDED for busy doctor's office in Livonia area. Experience preferred. Please call

NEEDED MEDICAL Assistant with knowledge of typing, venapuncture, EKG & front office work. Full time position. Southfield Area. 557-6711

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

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

RN'S LPN'S
Did you know that you can choose your hours and days when you work on assignment for Kelly Home Care? All you have to be is a skilled Nurse with true compassion for patient care. Call us today and let us tell you more.
KELLY HOME CARE
968-3620
An Equal Opportunity Employer

HEALTH AIDES
HOMEMAKERS
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
968-3620
An Equal Opportunity Employer

LPN-RN
FULL-TIME
-ALL SHIFTS-
7 AM-3 PM
3 PM-11 PM
11 PM-7 AM
DORVIN CONVALESCENT
& NURSING CENTER
Near Livonia Mall
Please call 476-8550

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 Merlock, Livonia, on Middlebelt, one block south of 8 Mile.

NURSES, Full or part-time, all second shifts. Top salary 6MWPM, shorthand desirable. Phone Mrs. Mc Bride 851-8430

RECEPTIONIST- General Office for small Troy manufacturer, located in Southfield area. Pleasant work environment, good benefits and experience required. Salary $700 with benefits and fee paid.

WORK WITH YOUR FRIEND- Troy insurance company needs 2 girls interested in working for claims department. Hours 9-4:30. Salary $500 to $650. No experience required. Excellent benefits.

INTERESTING POSITION - for nutcracers in North suburbs. Receptionist with good typing will be trained to operate mag card. Salary starts at $565.

EXECUTIVE SECRETARY- for Troy ad agency. Good typing and shorthand and nice experience to work for VP in beautiful new offices. No overtime. Excellent benefits and $800 or better to start. Fee paid.

ADAMS & MARTIN PERSONNEL

920 E. Maple BIRMINGHAM
646-5600

SALES-TYPIST

N.W. Suburbs, good area, pleasant working conditions. Responsibilities include: typing, filing & answering phone. Call 537-3356

GENERAL OFFICE. Girl Friday wanted. Some experience necessary. 6 hours per day, 5 days. Apply Saturday, Sept. 17th only. R. A. Morrell Building, 868 South Main, Plymouth. 9AM-3PM. Ask for Mrs. Simmons. 453-1815

FLEXIBLE WOMAN for general office work. Phone orders, billing, some bookkeeping, minimum typing. Must be mathematical and able to handle a diversified time routine. Phone Birmingham retail gift shop. 645-1364

MAINT. SUPV.
Top notch Western Suburban company requires experience in supervision of Journeymen handling responsibilities of buildings, refrigeration, mechanical equipment. Excellent benefits, starting salary to $19,000.
ALLIS-JOHNSON PERSONNEL
Quakertown Plaza-
32969 Hamilton
Farmington Hills
553-3100

502 Help Wanted Dental-Medical

CHAIRSIDE Assistant, experienced, for 6-handed dentistry. Thorough knowledge of all dental procedures required. Redford area. Pleasant & profit sharing benefits available. 532-3052

RN's, LPN's

FULL & PART TIME
Days & Afternoons
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

NURSE AIDES & ORDERLIES

FULL OR PART TIME
ALL SHIFTS
Apply In Person 9 - 4 PM
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RECEPTIONIST
Busy Orthopedist/Podiatrist's office, full time. Blue Shield, Medicare, Medicaid. Pegboard, Telephone, Opthalmologic terminology helpful. Send resume to Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

ALL JOBS FEE PAID

Are you looking for an office job, but discouraged by looking on your own? Our staff is trained to help you decide on the best job for you.

Our clients are looking for qualified Secretaries, Receptionists, and bookkeepers, and since they have employed us to find their employees, THEY ALWAYS PAY THE FEE.

We are accepting applications daily, from 1-5 PM.

PREFERENCE PERSONNEL
362-3420
999 W. Big Beaver
corner of Crooks

EXPERIENCED general office girl for phone work and light office duties. Southfield area, full time or part time immediately. 353-7905

BOOKKEEPER
Comfortable Psychiatric Clinic, 40 hour week, good pay, experience preferred. Southfield Area. 355-1700

TYPIST for Real Estate Appraiser's Office. Must be bright and have pleasant telephone manner and do some filing. Evergreen and 10 Mile area. $160 per week to start. 444-1080

FARMINGTON HILLS Manufacturer has openings for a receptionist, duties include: Mail, phone, typing, sales leads & filing. Apply in person at Van Mark Products, 24165 Industrial Park Dr., Farmington Hills.

EXECUTIVE SECRETARY
Bored?
WE offer opportunity to grow for experienced person in this specialized field.
Liberal fringes plus base pay & Substantial incentive pay.
Are you a self motivated 'take charge person' for a small office? Do you want to work at 10 Mile-Southfield?
Are you interested in studying & learning?
We are looking for the one sincere person, who qualifies. Call Richard Burton, Saturday at 559-7711, 9AM-12PM, and tell us how you qualify. Or tell someone who is qualified to call.

SECRETARY - for beautiful Somerset sales office, excellent skills, accounting background desirable, benefits, $750. Fee paid.

ACCOUNTING CLERK - Southfield management firm, learn computer, responsible position, benefits, $650.

LEGAL FIRM - in Southfield will train an imaginative person for diversified position. Good typing and knowledge of mag cards. Benefits. $700. Fee paid.

LOIS RAY PERSONNEL

559-0560

SECRETARY to General Manager. Southfield area. Typing 60WPM, shorthand desirable. Phone Mrs. McBride 851-8430

RECEPTIONIST- General Office for small Troy manufacturer, located in Southfield area. Pleasant work environment, good benefits and experience required. Salary $700 with benefits and fee paid.

WORK WITH YOUR FRIEND- Troy insurance company needs 2 girls interested in working for claims department. Hours 9-4:30. Salary $500 to $650. No experience required. Excellent benefits.

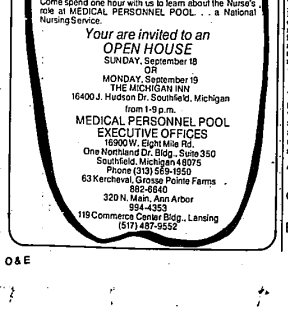
INTERESTING POSITION - for nutcracers in North suburbs. Receptionist with good typing will be trained to operate mag card. Salary starts at $565.

EXECUTIVE SECRETARY- for Troy ad agency. Good typing and shorthand and nice experience to work for VP in beautiful new offices. No overtime. Excellent benefits and $800 or better to start. Fee paid.

ADAMS & MARTIN PERSONNEL

920 E. Maple BIRMINGHAM
646-5600

502 Help Wanted Dental-Medical



504 Help Wanted Office-Clerical

SECRETARY

Immediate opening in challenging position for individual with general office experience. Typing required, shorthand helpful. Full benefit program including profit sharing. Apply 9 AM - 3PM, 13985 Wayne Road; off Schoolcraft, Livonia.
HADLEY'S

TYPIST

Need full time typist with general office experience. Complete fringe benefits. Contact Ivai Beaune.
ADISTRA CORP.
19 Union St., Plymouth
An Equal Opportunity Employer

SUBURBAN OPPORTUNITIES

JR. SECRETARY, to $500. Fee Paid. S.H. 80. Type 50. Beginning position. Southfield.
INSURANCE CLERK. $700. Fee Paid. Experienced. Major medical claims approver. Southfield.
ACCOUNTS PAYABLE, to $600+. Fee Paid. Minimum 1 year experience. Advertising Agency. Southfield.
TYPIST, to $520. Fee Paid. Good typist needed for Southfield advertising agency.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

EXPERIENCED OFFICE HELP
Typing & General Bookkeeping
559-5760

INSURANCE Secretary, experienced only. All lines, general agency. Provide resume and salary to Box 416, Observer & Eccentric Newspapers, Southfield, Livonia, Michigan 48150.

SECRETARIAL - Typing, filing, billing. Receptionist. Salary, benefits. Prefer experience and references. W. Bloomfield. 624-9030

SECRETARY needed for Southfield office of National Organization. Must possess good typing skills and familiarity with office machines. Blue Cross, Life Insurance Paid vacations and other benefits. 37 ½ hour week. Salary negotiable. Rewarding work in pleasant surroundings. Please call office manager at 557-5353. An affirmative action employer.

SECRETARY part-time, excellent opportunity. Southfield area. 354-4064

STENOGRAPHER BOOKKEEPER

$160 weekly, 35 hour week. Real Estate experience helpful. Send resume (please do not phone) to: Bowin & Sporrow, 100 West Long Lake Rd., Bloomfield Hills, Mich., 48013

TYPIST CLERK. Must be dependable. Dictaphone experience necessary. Age not important. Small company. Dearborn Area. 533-4430

NEED GIRL part time, with auto & home owners insurance rating experience. Farmington area agency. Schedule can be flexible. 478-1377

SECRETARY
Strong secretarial skills and mature individual wanted. Must have sound knowledge of office procedure and ability to compose correspondence. Above average spelling and grammar, shorthand, typing, dictaphone. Call Mrs. Zinn between 2 and 4PM ONLY for appointment. 353-6525

BOOKKEEPER-SECRETARY
For Construction firm, part time work, 9AM-3:30PM or 10AM-4:30PM. Livonia, Farmington area. 476-3228

GENERAL OFFICE

Several openings with excellent companies in Suburban areas. Typing skills with or without previous office experience. Good potential, benefits, and working conditions. Starting salaries to $500. Register today.
'LLIS JOHNSON PERSONNEL
32969 Hamilton Blvd. Farmington
Michigan. 553-3100

SECRETARY

Real estate office seeks pleasant personality with typing and filing skills for the Garden City/Westland area. Please contact Jack Keoshian.

Century 21

TODAY 538-2000

SEEKING PERSON, with general office experience. Bookkeeping and Typing necessary. Shorthand preferred. Madias Brothers, Inc., contact Alexandra, for appointment, 277-5530

AVAILABLE Immediately - full time position with engineering firm in Livonia for secretary/receptionist with top notch skills. If you feel that accuracy and pride in your work are a must, then this is the job for you. Call Denise at 422-7667

GIRL FRIDAY-
SECRETARY
Typing & Shorthand. Manufacturers Rep. Experience preferred. Please Call Royal Oak. 566-8822

Legal Secretary

EXPERIENCED legal Secretary for pleasant Westland law office.
721-2200

LARGE Life Insurance Co. looking for above average individual for a secretarial position. Shorthand required, salary negotiable. Broad program of fringe benefits. Send resume to:
BOOKKEEPER, must be experienced through trial balance. Preparation of payroll & payroll tax returns. Full time only. Hi Electronics, 31443 Schoolcraft, Livonia

ARCHITECTURAL OFFICE
Needs experienced secretary. Livonia area, call Mr. Rallis. 427-2870

EXECUTIVE SECRETARY to work for assistant to Chairman of the Board, type 70 wpm shorthand, 100 wpm. $800. Fee Paid.

SECRETARY, one person office to take charge. Type 50-55 wpm, plus dictaphone experience. $650. Fee Paid.

RENTAL AGENT-public contact experience plus accurate 50-55 wpm typing.. $700.

Open Saturdays, 9AM-12 Noon.
ACCURACY PERSONNEL
643-3050 358-2010

PART-TIME Secretarial help needed, 20 to 40 hours per week. Excellent pay for a gal with a strong background in bookkeeping. Call Elmer Fritz 352-7717

504 Help Wanted Office-Clerical

GENERAL OFFICE position for Southfield office. Must have pleasant phone personality and some typing involved. Call 557-2052

SKILLED Typist wanted to assist in direct mail program and general office work in Farmington Hills. Age no but skills and dependability are. If you're qualified, call: Ms. Carr. 478-2368

ENERGETIC personable non-smoking Chiropractic Receptionist needed for busy north Redford office. Cheery disposition, problem solving ability, & general office skills required. 8:30AM-1PM Monday, Wednesday & Friday. 537-6080

LEGAL SECRETARY. Birmingham law firm, some experience preferred. 645-2430

LEGAL Secretary with strong Shorthand & typing desired for downtown Birmingham law office. Very pleasant working conditions. Call 645-1350

LEGAL SECRETARY - Interesting, creative, mag card experience preferred, criminal and domestic relations, for small firm, West Bloomfield area. 851-9661

INSURANCE GIRL
Full time, must type. Experience preferred. Northville area. Ask for Kathy. 349-2000 or 474-1810

KEY LINER, paste up, help wanted for advertising agency. Some cold type setting. Experience helpful. Full time. Steady work. Send resume to Box number 014, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST - Typist, 60 - 65 w.p.m., dictaphone. Air-conditioned office. Must be free to travel. Call Kathy between 8:30 AM - 5 PM. 352-0522

RECEPTIONIST, over 30, 4 PM - 7:30 PM, Monday, Wednesday, Friday. Accepting applications Thursday, from 1-3 PM; Friday, 9 AM - 12 Noon. Apply: Mr. Lewis, Stark Rd., Livonia.

BOOKKEEPER

EXPERIENCED
with mortgage processing for large Livonia real estate office. Must be accurate, neat, and able to work with others. Salary commensurate with wages. Send resume to: Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

ONE GIRL OFFICE
Minimum 2 Years Secretarial experience. Type 60 WPM, Shorthand 80WPM. Bookkeeping background. Telex experience preferred. languages helpful. New Company needs outgoing personality and must be available for after hours and limited travel. Apply in person. 1812 Middlebelt Road, Garden City.
S & G ASSOCIATES, INC.

WANTED: responsible person for small sales & distribution firm. Position calls for good typing and pricing abilities. Eight Mile - Farmington Rd. area. Call 478-1010

INSURANCE Secretary, General agency experience required. Good salary. Southfield area. Sam Associates, Inc. 557-4574

GENERAL OFFICE
Experienced, sharp, non smoker for 1 girl office. Must be good with figures. Bookkeeping experience helpful. Newburgh-Schoolcraft area. For appointment call between 8:30 AM - 4 PM. 835-2370

CLERK TYPIST
Sales office requires general office person, office experience required. Farmington area. 477-2800

BOOKKEEPER for Novi firm. Bookkeeper, bank teller or similar background preferred. About 8-10 per week. Mr. Eckstrom, 349-7600

TYPIST - Clerk. Full time position. Prior experience a must. Salary and excellent fringe benefits. Apply in person only to: Exotic Rubber & Plastics, 32958 Industrial Park Dr., Farmington.

LEGAL Secretary needed for Southfield law firm. Typing & shorthand required. Must have 2 years legal experience. For appointment, please call 'Carole': 352-8700

LEGAL Dictaphone Typist needed for Southfield law firm. Minimum 2 years legal experience required. For appointment please call Carole: 355-7778

ACCOUNTANT

Fee paid. North Woodward company needs accountant with some college and 1 yr. exp. Salary $15,000 to start. Call 542-9232

SCOTT GROUP, INC.

Total Employment Service

SECRETARY with good typing & shorthand skills. Must be willing to learn various clerical jobs for Computer Co. Call & Ask for Vicky 569-2525

NATIONAL Food Company in Livonia needs part time secretary, 20 hours per week. Typing, good shorthand helpful, benefits and pleasant suburban location. 476-1284 An Equal Opportunity Employer

EXPERIENCED Girl wanted for a brokerage firm; with clerical and secretarial skills. Salary open. Troy area. 649-0550

RECEPTIONIST, Monday through Friday, 1 PM - 5 PM, 35 per hour. Light typing. Southfield area. 559-2600

GIRL FRIDAY - Must be able to handle a variety of tasks for Wholesale Distributor of Electronic Parts, located in Livonia. Light Typing required as well as ability to work with figures is a must. Salary commensurate with ability. Full fringe benefit package. Call Mr. Rudeler for appointment. 522-5610

NO EXPERIENCE, General Office Clerical. Salary Open. Call for appointment 644-0049

EXPERIENCED CREDIT INVESTIGATOR, salary open. Call for appointment. 644-0040

GENERAL Office Clerical. Full or part time, minimum 3 to 6 hours per day. To train on bookkeeping machine. Troy. Call between 10 and 4 daily 362-3700

SECRETARY For Engineering & Technical Staff as well as working for the president of the Company. Dictation & above average typing required. Pleasant working conditions in the 14 Mile - John R. area. 588-8050

TYPIST
Full time, Southfield. Excellent typing skills required. Pleasant office. Call Eleanor Robinson Citizens Insurance Co. of America. 352-7000
Equal Opportunity Employer

SECRETARY, attractive opportunity for secretary for life insurance agency in Southfield. Experience helpful but not mandatory. Salary open. Excellent benefits commensurate with ability. Good shorthand & typing required. Call Peggy at 353-7800

STATISTICAL TYPIST for one girl Southfield CPA office. Permanent full or part time. 559-5305

STATISTICAL TYPIST - Accounting firm has immediate opening for experienced individual. Must have minimum typing 60 WPM. Beech Daly - 5 Mile Rd. area. Redford Twp. Call Mr. Siebert for appointment. 532-0680

CLERK -TYPIST for Birmingham sales office. Experience required. Salary open. Call for appt. 646-7171

STEADY full and part time clerical. Twp and 8 Mile - Greenfield area. Flexible hours. No evenings or Saturdays. Send age, phone number and qualifications to T. Francis, Box 35235, Grosse Pointe, 48236

AGGRESSIVE FIRM located in Southfield needs mature, responsible individual with background in insurance claims. Typing 50 WPM. Excellent fringe and benefits. Apply or send resume to: Doris O'Grady, 559-3200

504 Help Wanted Office-Clerical

SECRETARY full or part time, flexible hours, accurate typist. 568-2810

GENERAL office, experienced, duties to include receptionist, typing, will train on teletype. Apply Carter Controls, Inc. 31391 Industrial, Livonia.

WORD PROCESSING
Young woman needed now to work in Word Processing Dept. Knowledge of dictation equipment and general office procedures a definite plus. Typing minimum 60 WPM. Excellent benefits. Southfield area. For an appointment, call 353-2309

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 353-2309

EXPERIENCED SECRETARY. Shorthand, knowledge of construction and real estate.
557-8770

GIRL FRIDAY, for executive sales organization, Southfield area. Must have office skills including typing and shorthand. Salary commensurate with ability and experience. References. Call 9 AM-3 PM Weekdays and Saturday.
557-8909

CLERK TYPIST
If you are looking for a permanent position with pleasant working conditions & congenial co-workers, Dial-a-Wish is your choice: Good Typing & General office experience required. Attractive starting salary & regular salary increases. Excellent Co. benefits. Interested? Call Jo Dunlavoe. 272-3700
An Equal Opportunity Employer

A mature, career minded person for pleasant small insurance office. Typing 50 wpm. Will train. Some typing. Good phone personality a must. 642-5313

EXPERIENCED SEC'Y-RECEPT. Needed for Chemical Company to handle correspondence, telephone, general office duties & shorthand a must. Salary Open. Contact Mr. Randall 352-5300

FRONT desk receptionist for Doctor's office. Blue Cross- Blue Shield experience preferred. Full time. Many benefits. Call Monday, 8AM-11AM. 661-0044

TEMPORARY ASSIGNMENTS NOW

Immediate openings at Kelly Girl for TYPISTS, SECRETARIES, GENERAL OFFICE CLERKS. ALL OFFICE SKILLS. Assignments lasting 1 or more weeks. Not an agency - never a fee. Call or visit today.
22777 Greenfield, Southfield. 424-9100.

KELLY GIRL

A Division of Kelly Services
Equal Opportunity Employer M/F

MATURE experienced legal secretary wanted, no others need apply. Competitive commensurate with ability, Royal Oak. 399-9703

PERMANENT part time, 3 days per week for extensive dictaphone typing. Varied duties - excellent office skills required. Reply to box 292, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY- Southfield Management consulting firm/personnel, looking for secretary for one person office in pleasant surroundings. Good typing, some shorthand, bookkeeping helpful. Will train. Pleasant phone voice. Call Dee Carlson. 557-1115

GENERAL OFFICE, telephone, typing. Full time. 10AM-2:30PM. 557-4300

SECRETARY wanted, must type. Southfield area. 357-1564 or 477-9178

GENERAL OFFICE
Active office needs 35 per mature Woman for diversified position in Farmington area. Typing accurately 55WPM. Figure aptitude.
626-3119

SECRETARY wanted for Tree Law firm. Call between 9 and 5 pm. 689-6290

CONSTRUCTION Company and property management firm in Southfield needs bookkeeper/secretary, experience in bookkeeping desirable. We are looking for a Quick to Learn and very organized person. Call 348-3230

PART TIME. Redford. General office. Typing, filing, phones, 1-5PM. 532-3600

SHIPPING & Payroll clerk wanted for plastic plant. Now accepting applications Mon. - Fri., between 8 AM - 5 PM. 8810 wesby, A-Line Plastics, 38880 Grand River, Farmington. 477-5430

GENERAL Office position for northwest Detroit sales office. Some experience preferred. Dictaphone & light shorthand helpful. 537-0800

ASSOCIATES Financial Services, Troy has openings for Clerks in leading consumer finance company. Typing ability required (45 wpm for/receptionist. Must be outgoing and enjoy working with the public. Company benefits are excellent. Not required. Basic office skills required. Type 45 wpm. Salary commensurate with experience. Contact Mrs. Ferguson 362-4300
An Equal Opportunity Employer

SWITCHBOARD OPERATOR

for Automobile Dealership. Must be good typist. Grand River - Evergreen area. Call Mr. Wallin
532-4000

RECEPTIONIST wanted for Southfield Office. Good typing skills required. Call Joyce Luton.559-2828

INSURANCE SECRETARY, experienced, 8AM-5PM. Southfield. 356-7123

ONE Girl office: full time, good with figures. Phone, typing and general office duties. Experience preferred, salary open. Photo Studio in Troy. 588-5535

GENERAL OFFICE - help for sales office in Southfield, 8:30 am - 5 pm, 5 days, typing, filing, phone. Call Roseann 353-6368

RECEPTIONIST - SECRETARY
Full time, Somerset area. Accurate typing and spelling ability or speed writing ability. Pleasant phone personality a plus. Call Kathy at: 643-8300

RECEPTIONIST needed. Typing skills required. Good telephone. Telegraph and Long Lake Road. Call 646-3608

SECRETARY wanted for Rochester, Avon Recreation Authority. $3.34 per hr. plus fringe benefits. Shorthand and bookkeeping necessary. 651-4210 ext. 58

WANTED Proposal Secretary-Girl Friday. Type 45 WPM, dictaphone experience. Troy area. Call for appointment: 588-8150

RECEPTIONIST - TYPIST
Southfield law firm looking for recent high school grad with 2 years office experience, 60 wpm & pleasant telephone voice. 355-6200

EXPERIENCED office person for contract carpet company. Includes taking phone orders, typing contracts and bids, some scheduling, billing and filing. Salary commensurate with experience. Call Mel Tishler. 255-8134

SECRETARY - Bookkeeper, NW Detroit firm, aptitude for details and figures important, typing 50 WPM. Experience in accounts receivable/accounts payable and payroll - a plus. Good salary, bonus and excellent benefits. Ask for Bill Morgan 853-0600

504 Help Wanted Office-Clerical

ABOVE Average typing essential. Excellent salary. We are a branch office and participate in our company's affirmative action program. Excellent employee benefits. Call Ms. Dee 352-7747
An Equal Opportunity Employer

FILE CLERK with recent office experience needed immediately for Southfield CPA Firm. Learn switchboard and other office duties. Pleasant working conditions and good benefits. Call for interview. 355-6900

EXCELLENT opportunity for person with strong clerical aptitude, who can work well with figures. We are a branch office and participate in our company's affirmative action program. Excellent employee benefits. Call Ms. Sternberg. 353-7744
An Equal Opportunity Employer

MATURE WOMAN, light filing, typing. Northland area. 557-1620

SOUTHFIELD REAL ESTATE FIRM in Prudential Town Center Building looking for a reliable person with general office and bookkeeping experience. Hours Monday thru Friday, 9 to 5PM. Benefits. Contact Bookkeeper after 3PM 358-0422

PART-TIME afternoon secretary, Bloomfield Hills area, 60 WPM typing, shorthand, typing, dictaphone, variety. Pleasant working conditions, good benefits. Troy Area. Please Call Ms. Sherabesky. 879-1920

EXEC. SEC'Y

This Position will pay at least $10,000 per year to an individual with the experience & ability necessary to run the office of a Life Insurance Agency. While life insurance experience will be helpful, it is not required. However good typing & shorthand skills are a must. Please call 353-6160

SECRETARY
Private Secretary for life insurance agent, experience in shorthand helpful, but not necessary. Southfield Area. All fringe benefits including pension. Employer - major life insurance company, Mrs. Kent 357-3530

RECEPTIONIST, Southfield law firm, typing in person, 3000 Town Center, Suite 2990.

IMMEDIATE OPENING for an experienced clerical Typist. Job responsibilities - primarily typing purchase orders, releases, letters, and some shorthand. Some filing required. Good starting pay, plus excellent benefit package. Send resume to Box 2824, Livonia, Michigan, 48150.

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ASSISTANT Bookkeeper, familiar with general office work. Apply in person at Jax Car Wash 12 Mile-Telegraph, Southfield

WE are looking for a congenial responsible person with an aptitude for mathematics. Bank bookkeeping or light insurance background valuable but not necessary. Accurate typing. Southfield 559-3465

FEMALE SECRETARY Wanted. Must drive & be able to travel. Must have a very neat appearance. Anytime. 338-8916

OPENING in Manufacturing Concern for aggressive, self thinking individual, experienced in office procedures, secretarial, bookkeeping and data processing. We offer excellent wages and fringe benefits. Please send resume Bob Loebs, Press Products Co. 1750 Stephenson Hwy. Troy, Mich 48084

EXECUTIVE SECRETARY - A regional office for a leading tool manufacturer has immediate opening in a One Person office for an Executive Secretary. Applicant must be experienced in secretarial and clerical skills, shorthand skills desirable but not essential. Telephone communication skills are a Must. Excellent salary and fringe benefits. Birmingham area location. Please send us your resume detailing experience and salary requirement (in confidence) to: Box 350, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPIST with adding machine skills, mature. 8 Mile, Beech area. 538-8810

EXECUTIVE SECRETARY. Permanent position with engineering firm. Challenging position serving top executives. Call for appointment. 557-2737

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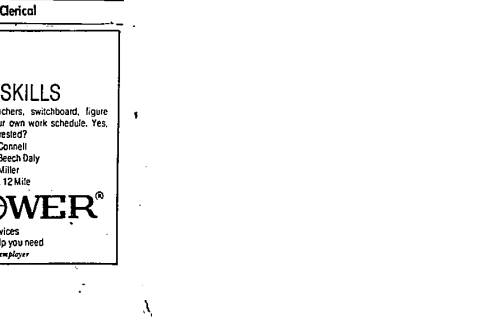

STENO-TYPIST for sales department of machinery manufacturer. N. W. Detroit. Expert typing required, light dictation. For interview, reply to Box 913, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

KEYPUNCH OPERATOR

National Ink manufacturer requires experienced Keypunch Operator in headquarters located near Schoolcraft and Telegraph Rd. Submit resume or call for application. 538-6800, ext. 10

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MEDICAL BILLING Clerk wanted with a prior knowledge of third party billing desirable. Excellent fringe benefits. Blo-Science Lab, Detroit. A Subsidiary of Dow Chemical.
Farmington Hills 478-5550

ASS'T. BOOKKEEPER

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

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

MORTGAGE PRODUCTION TRAINEE, must like detailed work, type 45 wpm, and have ability to handle telephone. Start at $110 a week. Call for interview.
478-6900

GENERAL OFFICE, experience in billing, phone & typing. Good with figures. Medical Society in Mercado Press, 32150 Schoolcraft, Suite L-1, Livonia 591-0150

ASSISTANT BOOKKEEPER
Self-starter with minimum 2 years bookkeeping background & general office experience. Must be good typist & good with figure work. Some insurance data processing helpful. Located in Troy. Good salary & fringe benefits. Call Mr. Sands: 585-8100

EXECUTIVE SECRETARY
For CPA Firm in Southfield. Short hand required, excellent fringe benefits. 355-1600

SECRETARY
for small busy office in Plymouth. Typing, Shorthand & light Bookkeeping.
659-5525

TYPIST FOR busy sales dept. Apply. Novi American, 42200 Grand River, Novi. 476-8100

CLERK
Data Processing

Permanent position at Southfield based international organization. Requires good math aptitude and clerical skills. Some general office experience preferred.
Call 559-2222, for interview appointment.
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SECRETARY

Secretary wanted in bus