502 Help Wanted Dental-Medical

DENTAL Assistant, Northland area, 4 days only, no eves, or Sat. PO Box 131, Franklin, Mi. 48025

CRNA

Anesthesia Team Concept
Broad Compensation Package
Personal Interview Required
PONTIAC GENERAL HOSP
ANESTHESIA DEPT
9AM-3PM
857-7306 857-7310

RN or LPN
for Full-Time 3pm-11pm shift.
Please Call
476-0550
Dorvin Convalescent
& Nursing Center
near Livonia Mall

NURSE'S AIDES
All Shifts
Apply in person.
UNIVERSITY CONVALESCENT
& NURSING CENTER
29550 Five Mile, Livonia
Located between Inkster & Middlebelt Rds

ATTENTION NURSE AIDES
Avondale Convalescent Home - has full time positions for all shifts for super cared Nurse Aides 651-1422

MEDICAL ASSISTANT or LPN for ENT & allergy office in Southfield, full or part time. 9AM-5PM 559-5430

DENTAL ASSISTANT, full or part time Oral surgery office, Birmingham area. Experience preferred. Call between 9 30 AM - 4 38 P.M. 647-7236

TYPIST - Part Time - Oral Surgery Office, Birmingham area. Minimum of 60 WPM Call between 8 30 & 4 30 at 647-7236

RECEPTIONIST
Busy Ophthalmologist's Office, full time, paidvacat, Medicare, Medicaid, Blue Shield Reply to Box 968, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Nursing Education
INSTRUCTOR
In-service instructor needed to work full time on the 2nd and or 3rd shift for training coverage Excellent working conditions Apply Tuesday through Friday 9 Am to noon or call 852-3282

Crittenton Hospital
1101 W University Dr
Rochester, Mich
M F Handicapped
An Equal Opportunity Employer

RN & LPN
We offer a unique work experience with the mentally retarded at Plymouth Center for Human Development, 15480 Sheldon Rd, Northville, Michigan

1 Civil Service Status
2 No shift rotation
3 Opportunity for advancement
4 Vacation, 2 weeks; 8 paid holidays, hospital insurance immediate accrual of sick time, retirement plan
5 In service education opportunities
6 Michigan License required
7 Salary commensurate with experience

CONTACT NURSING OFFICE
453-1500, Ext. 212

RN'S - LPN'S
NURSE AIDES
FULL & PART TIME
Days - Afternoons
Apply in person
FRANKLIN MANOR
26900 Franklin Rd. Southfld
352-7390

504 Help Wanted Office-Clerical

PRODUCTION TYPIST - 65-70 WPM, statistical typing experience Birmingham firm. $150 to $210 Fee paid

ASSISTANT - To administrative manager, good typing, shorthand, bookkeeping, trial balance and payroll, advancement potential Full benefits $750

ACCOUNTING - Clerk, Troy firm, good background and figure work, $700 plus fee paid

LOIS RAY
PERSONNEL
559-0560

RECEPTIONIST Answering telephone and greeting the public Diamond Mortgage Corp. Southfield Mr Fleming 557-7000

OFFICE PERSON Required, receptionist - typist, room for advancement Kubik Inc Troy 585-7831

SECRETARY
For small office. We need an excellent typist who can also handle general office activities with competence & dependability. 3 to 5 yrs experience Southfield Rd - 13 Mile area 646-5458

GENERAL office Secretary, experience necessary, good typing essential, knowledge of Bookkeeping helpful to deal with varied office duties and learn quickly 522-1220

JOBS !!
OUTGOING RECPT. - $650
Fee Paid. Nice friendly office is looking for an outgoing person to be their receptionist Type 65-50 wpm.
PAYROLL CLERK - $750
No shorthand required for this nice close to home spot Type 55-60 wpm, lots of variety too
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

PAYROLL EDIT CLERK
Part-time Must be accurate with numbers Good telephone personality and 45/50 WPM typist. Accelerated training for fast advancement into our key to disc mini-computer program Flexible hours. Mon, Tues, Wed For interview, call Lynda Masnick at Automatic Data Processing 642-4200, ext. 288
An Equal Opportunity Employer

INSURANCE
Agency has openings for typist. Full time Southfield Area Call Mrs. Wick. 557-7800

SUBURBAN
OPPORTUNITIES
SECRETARY, to $900. Good typing. Average 5 H. Financial experience preferred. W. Bloomfield
LEGAL SECRETARY, to $900+. Good secretarial skills. Prefer corporate legal experience. Southfield.
CLERK TYPIST, to $850. Good typist needed for Farmington Company.
SECRETARY, to $820. Good typing. Average 5 H. International company. Southfield.
CLERK TYPIST, to $800. Good typist. Will train for various clerical positions. Southfield.
PENSION TECHNICIAN, to $725. Company will train individual with 2 years office experience or college. Average typing. Southfield.
COLLATOR, $500+. Assemble reports. Requires attention to detail. No typing. Southfield.
EMPLOYERS PAY ALL FEES
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

504 Help Wanted Office-Clerical

TYPIST - TRAINEE, for Huntington Woods company, smart person who types well will start at $550

RECEPTIONIST - for Southfield company. Greet clients, do some typing and figure work. Salary $500 to $650 with full benefits

EXECUTIVE - secretary for Chairman of the Board of international company. Headquartered in Bloomfield. Very interesting position for secretary with good skills and experience. Beautiful offices Salary $10,000 to $12,000 Full benefits

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

PERMANENT part time receptionist typing, for office building in Southfield Mon thru Fri 1-5 Call 569-0411

DON'T LET YOUR
OFFICE SKILLS
GET RUSTY
Keep your skills in shape with temporary assignments through KELLY SERVICES Your free to work when you want and as long as you want -1 day to month We have immediate openings Come in today
29419 6 Mile, Livonia
522-4020
KELLY GIRL
A Division of Kelly Services Inc
Equal Opportunity Employer M/F

Keypunch Operator
Southfield Data Center has opening for individual with at least 1 year recent experience on IBM 129 Must have good speed and ability to write program cards, with balance and verify miscellaneous reports Some overtime required, regular hours 8 AM to 5 PM, Mon thru Fri Call
355-1100, Ext 223
Equal Opportunity Employer M/F

MATURE SECRETARY - 2 or 3 days, good skills, pleasant working conditions Executive Group 353-9767

SECRETARY
RECEPTIONIST
Quality, close knit office seeks capable, enthusiastic person with good typing and dictation skills Pleasing phone personality a MUST Bookkeeping experience helpful but not mandatory. Job continues Good benefits Farmington Hills area 8 30 to 5 PM
851-8800

SECRETARY
Full-time position with West Dearborn builder-developer Experience preferred but not necessary Must type and use machines skillfully. Apply in person. 24610 MICHIGAN AVE., 9-5 P M

SECRETARY-for Sales Manager Great company Type 45 wpm, shorthand, 80 wpm $800-Fee Paid

TYPIST-Answer Phone, some number typing $700 Fee Paid

GENERAL Some light bookkeeping duties Type 55 wpm, $850-Fee Paid

ACCURACY
PERSONNEL
642-3050 358-2010

CPA firm in Southfield has an opening in its General Area for a person who likes detail work & can handle pressure Must be a good typist & have a pleasant phone voice Good benefits Call 358-4411

BOOKKEEPER/ACCOUNTING clerk, minimum 2 yrs bookkeeping experience, type 35 wpm, Southfield area, salary open. Reply to Box 970, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

FULL CHARGE BOOKKEEPER
Must be experienced Medical billing helpful Oak Park Salary $12,000 plus fringes Mrs Krass 541-6940

CLERK-Typist, part time work presently available with potential full time position on a Livonia base firm Able to work with numbers. Call between 10 AM-Noon weekdays for interview appt 261-7652

CLERK-TYPIST
Our material records department requires an accurate typist for correspondence, shippers, etc Must be adept with figures, have good handwriting for posting cards and have 2 years experience in general office procedures & routine. Apply Michigan Dynamics Division, 32400 Ford Rd., Garden City. Equal Opportunity Employer M/F

TYPIST PART-TIME
Flexible hours, dictaphone typing for Southfield office of Nationwide Firm 275-4063

SECRETARIES
To $12,000
FEE PAID Several excellent opportunities available in choice locations If you have good skills and some office experience, call today
Snelling & Snelling
478-3500

SECRETARY
The applicant selected for this position must have a pleasant personality, pleasing phone voice and accurate typing skills For a confidential interview contact Jack Keoshian at 538-2000

CENTURY 21
TODAY 538-2000

GENERAL OFFICE, typing & adding machine knowledge required, to be trained for computer terminal operator Southfield CPA firm 355-5347

SECRETARY
For busy Troy Real Estate Office. Ability to deal with the public. No shorthand required Call George Gore 689-5200

OUR LADY of Providence, Northville - needs good accurate typist, also to assist in general office. Full or part time. Call Sister Theresa. 348-3300

EXECUTIVE Secretary for fast growing corporation, Livonia area. Must enjoy working with figures. Initiative and common sense a must. Send resume to: Box 168, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SOUTHFIELD office seeking receptionist/typist, 50 WPM, $130 per week, experience helpful but not necessary. 358-1950

EXECUTIVE SECRETARY for Southfield office. Excellent typing shorthand required. Very prestigious position. Salary $750 - $800 to start, plus excellent benefits

CLERK POSITION in Troy area. Good figure aptitude, plus light typing required, good location, salary plus excellent benefits.

RECEPTIONIST for Troy area. Typing 50, salary $550 plus.

PREFERENCE
PERSONNEL
362-3420

504 Help Wanted Office-Clerical

SECRETARY. We are an insurance related organization located in Southfield seeking someone with excellent typing ability and with knowledge of bookkeeping 35 hour work week, benefits Call Marty Green. 557-8510

TYPIST, experienced, 40-45 wpm, full time only, 8 AM - 5 PM. RS Electronics, 34443 Schoolcraft, Livonia. Call Mrs. Oades. 522-1155

TYPIST-RECEPTIONIST urgently needed for busy electronic firm, accurate typing a must, salary commensurate with ability. Apply in person. Regitron Electronics, 31149 Schoolcraft Rd., Livonia, between 8-30-4

LEGAL SECRETARY for 1 girl Troy law office, experience required, full time, no Shorthand. Salary commensurate with experience 649-4990

ANSWERING SERVICE - needs operators for switchboards in Southfield Shift 3 PM - 9 PM Will train Call 353-6000

SECRETARY - CLERK, will require good phone answering skills, also typing, bookkeeping and general office, excellent benefits and opportunity for advancement. Call General Dynamics Communications Co., Ferndale-Oak Park area, at 399-4929
Equal Opportunity Employer M/F

SECRETARY for law office Good typing, office skills required. Will train. Southfield area, for interview call Mr Mann, 557-9292

TYPIST-RECEPTIONIST
Good typing skills are required for this permanent position with a Southfield CPA firm.
A Ralph Gross & Co
557-8877

FULL Time salaried position, typist in pleasant office atmosphere Included are all company benefits and pension plan For personal interview, call Jan 16, between 8 AM-12 Noon 968-0200

RECEPTIONIST needed for doctors office in Wayne Must be good Typist Call between 9-5 P M. 326-4100

GROUP HEALTH CLAIMS
ADJUSTER
Salary commensurate with experience 7 Mile - Lahser area 531-7850

ACCOUNTS
RECEIVABLE
Excellent opening for experienced Accounts Receivable Clerk. We offer excellent working conditions, growth environment, good salary, and liberal employee benefits Call Ms Laidlaw at 348-6700
GUARDIAN INDUSTRIES
43043 W 9 Mile Rd
Northville

$ CASH BONUS $
SECRETARIES
TYPISTS
Bring in this ad and receive a $10 cash bonus upon the completion of your first 40 hours of work
We have immediate short and long term jobs for qualified people who want to work when and where they wish
Register today — Work tomorrow
478-8350
OFFICE
PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1946

EXPERIENCED Legal Secretary Dearborn Hts office, Monday-part-time Send resume to Box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TJ'S
MANAGEMENT
CORP
REQUIRES
MAIL & OFFICE CLERK
Own Transportation, familiar with office procedures

RECEPT.-SECRETARY
Type 60 wpm Knowledge General Office skills and background
Call for Appointment
569-1420

CUSTOMER SERVICE Representative - Detroit publisher needs person with general business office experience for entry level customer service opening. Experience in accounts receivable, telephone contact, general sales service helpful. Accurate typing required Please call after 10 AM. 961-2242 ext 243
An Equal Opportunity Employer

OFFICE CLERK
To keep inventory stock control records Pleasant working conditions & benefits Salary open. Apply in person COLONIAL HOUSE of FURNITURE, 20201 Middlebelt, Livonia, south of Eight Mile

BOOKKEEPER
Part-Time, Temporary Position in small Southfield Hospital Experience preferred Call Mrs Thompson, 8 AM-4 PM
Redford Community Hospital
KE-1-8200 EXT 41

EXPERIENCED BOOKKEEPER
Salary commensurate with experience 7 Mile - Lahser area 531-7850

SECRETARY for busy Livonia office, must be accurate and enjoy working with figures Call after 4 pm or weekends Salary $175 week plus benefits 537-1947

BOOKKEEPER - SECRETARY - small friendly office ideally located in Clauseen Bldg. corner of Woodward and Long Lake needs combination bookkeeper and general secretary Shorthand not required Call to set up interview and learn particulars. 643-0444

DENTAL ASSISTANT-Receptionist, prefer experienced Must be neat Busy practice Salary open, fringe benefits Apply in person, 601 Northland Medical Bldg. Southfield. Bring resume. Or phone for appointment. 352-0011

TELLERS

(FULL-TIME, PART-TIME)
Excellent opportunity to learn a career in banking with Detroit's fastest growing bank.

Requirements are.
Good math aptitude.

Prior cashier experience required.

Must have available transportation

Must be able to work approximately 5 wks. full time.

Apply: Mon-Fri between 10AM-3PM, Personnel Dept, City National Bank, Room 339, City National Bank Bldg., Detroit 48226
Equal Opportunity Employer M/F

SECRETARY, TYPIST, for Southfield CPA firr. Part or Full-time. 557-0640

SECRETARY
Top Executive in International Finance urgently needs Private Secretary to handle all correspondence, telephone, Telex, shorthand, & typing. Mountains of work. Only the best. Life time position for the Right Person. Southfield.
Between 9AM-5PM
557-3181

GENERAL OFFICE - immediate opening for bright, experienced non-smoker in 3-girl office. Diversified duties, excellent opportunity with progressive company. Newburgh-Schoolcraft area. Call between 8-30-4 pm. 838-2020

504 Help Wanted Office-Clerical

CLERK TYPIST
Experienced. Must reside in Oakland County. Apply:- Assessor's office, Township of Southfield, 18300 W 13 Mile

GENERAL OFFICE work, good typing skills, permanent, 37½ hr. week for West Bloomfield Synagogue 851-6289

CLERK TYPIST-BOOKKEEPER
References Start immediately Must apply in person. Witbeck Appliance, 23363 Woodward Ave., Ferndale.

BOOKKEEPER
Full time bookkeeper, builder's office Full charge thru trial balance Rochester Area 652-7112

RECEPTIONIST
Farmington area firm looking for receptionist with pleasing personality Some clerical work involved Experience not essential for a sharp person 40 hour week, good benefits Call Mr Grant for appointment 476-5870

CLERK TYPIST, outgoing personality with ability to communicate with people Able to assume responsibility. Typing minimum 50 WPM Excellent benefits South field area For appointment call 569-2220

LEGAL TRAINEE Suburban Legal Firm Needs your good typing & friendly personality Now $650 Excellent benefits Fee Paid
PERMANENT
STAFF
522-4210

RECEPTIONIST
Lots of public contact at this local engineering firm Good typing a must $650. Good Benefits Fee Paid.
PERMANENT
STAFF
522-4210

BOOKKEEPER, 12 Mile and Southfield Experienced thru trial balance, general ledger and all bank knowledge of Bookkeeping helpful but not essential Send resume to Box 166, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

INSURANCE CLERK
Agency in Birmingham has opening for young woman, experienced in Home Owners, Auto or Commercial casualty rating. Accurate typist and pleasant telephone voice. Salary open After 5 PM or weekends 681-0251

SALES ASSISTANT to work for national radio rep firm Clerical and secretarial skills Salary commensurate with experience Call Candy or Ann for appointment 649-4333

TROY company needs general office bookkeeping thru journals some telephone, secretarial 358-4411

OAK PARK Company has openings for general office work Typing essential. Hourly rate negotiable call between 2 & 4 only 542-3305

KEYPUNCH OPERATOR Part time, Prefer AM Must punch 14,000 accurate. Call 8AM-12 Only 349-3185

PART TIME Secretary with legal experience Five days, 4 hrs per day Call Mr Young, Bloomfield Hills 334-2320

PART TIME SECRETARY
Immediate opening for experienced secretary for general office duties No typing required, must be reliable Car necessary Good phone manner essential 20 hours per week Office in Huntington Woods Call Friday. 543-5117

SECRETARY
RECEPTIONIST
National publishing company has an opening in their Sales and Marketing department for an accurate typist with good clerical skills Pleasant working conditions and opportunity for advancement Salary $550 per month, plus full fringe benefits To learn more about this excellent opportunity, call 537-0100, and ask for Evelyn
INDUSTRIAL
MACHINERY NEWS
29016 Southfield Rd.
Southfield, Mi 48037

SECRETARY for life insurance agency, life insurance experience desirable but not necessary, excellent opportunity for person with good shorthand and typing skills Salary commensurate with experience and ability Southfield area 557-1760

TYPIST & RECEPTIONIST
Handle efficiently and courteously a busy office, both on the phone and in person, accurate typing, Walled Lake building in beautiful Silver Lake Village Call Sandy, 963-2777, 669-2323

GENERAL OFFICE - telephone, accounts receivable, typing, knowledge of Shorthand Apply Dingman Equipment, 1180 E Maple, Troy (Near Dr., Belleville), between 10-4 pm

GENERAL OFFICE
Applicants must possess aptitude for figures and ability to type 45-50 WPM Insurance experience helpful but not essential For further information, contact Personnel Department
Alexander Hamilton
LIFE INSURANCE CO
OF AMERICA
12 Mile & Farmington Rd
553-2000

SECRETARY
Editorial Department of a national publishing company is looking for a good Typist with general office skills. No shorthand required Excellent opportunity for a conscientious and ambitious individual Salary $550 per month, plus liberal company benefits For an interview, call Evelyn, 537-0100
INDUSTRIAL
MACHINERY NEWS CORP
29016 Southfield Rd.
Southfield, Mi. 48037

TYPIST, experienced, for Insurance Co. located in Birmingham. Good benefits. 642-0500, ext. 218

RECEPTIONIST
For Private Tennis Club. Tues & Thurs Evenings 3-11 PM & Sat Morning, 7 30 AM-3 PM. Bloomfield Hills Area. Ask for Debi 332-9221

SCHOOL SECRETARY, typing required, shorthand or speed writing desirable. Rabbi Schiller 354-4664

CLERK TYPIST
The Frankenmuth Mutual Insurance Company has a Clerk Typist position available in their Telegraph Rd - Dearborn & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERK-TYPIST
Immediate opening for individual with aptitude for figures. Good minimum typing speed of 55 WPM. Duties include typing, filing, and variety of assignments. For further information, please contact Personnel Dept.
Alexander Hamilton
LIFE INSURANCE CO
OF AMERICA
12 Mile & Farmington Rd.
553-2000

504 Help Wanted Office-Clerical

RECEPTIONIST, Avrill Tax Service, one part-time, one full-time until April 15th Must have pleasing telephone & reception personality Some typing 533-0121

INSURANCE
Experienced rates in general liability, commercial, property, auto, & workmen's comp, at least 3 years experience Established firm 8 Mile-Grand River 533-4430

STATISTICAL TYPIST, part time 50 to 55 WPM No experience necessary but helpful Redford 533-1000

SECRETARY
Good typing and shorthand skills, sales promotion experience desirable but not mandatory. Ability to deal with public and work independently Previous experience required For further information, please contact Personnel Department
Alexander Hamilton
Life Insurance Co.
Of America
12 Mile & Farmington Rds
553-2000

TYPIST
To perform most clerical functions Typing speed 45 WPM minimum Salary to $8,006 Applicants must meet the following CETA requirements
•Farmington Hills resident
•Family income within 70% of the lower living standard
•Registered with MESC
•Unemployed for 15 of the last 20 weeks, or whose family is receiving AFDC, or recently discharged veteran
City of Farmington Hills
35715 11 Mile Rd
474-6115

ALL AROUND GIRL Must know typing, shorthand, some figure aptitude, telephone experience & various office functions for general contractor & property management firm. Call Mr. Wilson 557-9620

FULL TIME or part time full-charge bookkeeper C.P.A. office experience Southfield area corporate office 569-3120

IMMEDIATE OPENING for part time bookkeeper. Person experienced with accounts payable and receivable Must have ability to prepare financial statements Able to prepare calculator accounting Candidate should be good at figure work and able to work under pressure Hours are flexible Send resume with cover letter to Assistant Director, Michigan State University Management Education Center, 811 W Square Lake Rd Troy, Mi 48098
An Equal Opportunity Employer

Terminal Operator
Livonia office of insurance company needs individual to operate terminal, assist with general office work and customer service calls Typing speed of 50 WPM and accurate Pleasant offices, good fringe benefits Call Tania Terry 937-1830
MICHIGAN MUTUAL
INSURANCE GROUP
Affirmative Action Employer

BILLING CLERK
Must have prior work experience in all areas of Billing including extension, footing, preparation of custom papers, sales summaries and typing Good salary and fringe benefits Apply in person only
EXOTIC RUBBER & PLASTICS
22936 Industrial Park Dr., Farm

ADDING MACHINE OPERATORS
10 Key Adder Operators needed immediately for Income Tax Season Full time till April 17 Production incentives & over time available Call Brenda 356-9674

SOUTHFIELD Mortgage Co needs a clerk, typist with good general detail aptitude Mortgage experience preferable. Call Beverly Demorest. 355-9533

SECRETARY
Help sales engineers, including typing and customer contact Self-starting, enthusiasm plus excellent typing 40wpm Ideal for a career in growing business Maple, Telegraph area 433-0900

TYPIST TO Train as key puncher for afternoons Must type 65 WPM Excellent benefits Call Mrs Ann Manatron, Inc., 20361 Middlebelt, Livonia 478-7447

PART-TIME secretary to keep books, type for small builder in pm W Bloomfield home Flexible hours 661-2300

BOOKKEEPER - Secretary, 1 Girl CPA office, 12 Mile-Southfield Rd area Knowledge of Bank Reconciliations, write-up payroll tax preparation, light typing 557-9620

INSURANCE
UNDERWRITING CLERK
To perform various clerical and typing functions Excellent fringe benefits
Kemper Insurance
26711 Northwestern Hwy
Southfield
355-3000 ext 40
An Equal Opportunity Affirmative Action Employer

Earn Good Pay
The Kelly Girl Way
ONE TIME
PART TIME OR
ALL THE TIME
See KELLY GIRL. You'll work for us in our customers offices Work a schedule tailored to your ability, time and needs and EARN TOP RATES Now you want to come in once and register to start a new and varied career We have a serious demand for
SECRETARIES
TYPISTS
DICTA TYPISTS
KEY PUNCH
SWITCHBOARD
FIGURE CLERKS
BOOKKEEPERS
Call or visit one of our convenient locations today
KELLY GIRL
A Division of Kelly Services
Not an agency Never a fee
Renaissance Center 259-1400
Bloomfield Hills 642-9650
Southfield 424-9100
Livonia 522-4020
Madison Hts 398-2680
Equal Opportunity Employer M/F

RECEPTIONIST TYPIST
Looking for intelligent, sharp girl to handle the front desk Full time now, flexible hours after tax season. Accurate typing required, some bookkeeping. 358-7800

ACCURATE, TYPIST, personable, some shorthand, 3 girl office, Southfield, consider recent grad. Fringe benefits. 8:30-4:30 ... 552-6522

ACCOUNTS RECEIVABLE Clerk needed for day time position, will train. Phone Sandy 10AM-12PM. Southfield. 569-1010

EXPERIENCED BOOKKEEPER needed for accounts receivable position. Month end reports & billing included in continuous development position. Phone Sandy Between 2:30PM & 4:30PM. Southfield. 569-1010

504 Help Wanted Office-Clerical

AUTOMOBILE DEALERSHIP needs a girl to work in a computer oriented office Dealership experience preferred. We have excellent fringe benefits, Blue Cross, Delta Dental, life insurance, income Protection, Pension Plan If you are looking for a job with a future, call Mrs Grimes at 453-2255

KEYPUNCH-KEY TAPE OPRS
Schoolcraft - Middlebelt Area
Minimum 4 months experience, full & part time, days, afternoons & midnights Call between 10 AM-12 Noon 522-1710

BRIGHT BEGINNER
To $6000
By great company Will train - If you have a flair for figures and can type. Terrific advancement Call
Snelling & Snelling
478-3500

Accounting
Dept. Asst.
For pleasant Birmingham office location. Some accounting background and/or previous accounting and typing experience desirable Attractive salary and fringe benefits Call Veronica.
642-8700

CLERK TYPIST
To perform various clerical and typing functions Excellent fringe benefits
Kemper Insurance
26711 Northwestern Hwy
Southfield
355-3000 ext. 40
An Equal Opportunity / Affirmative Action Employer

EMPLOYMENT OPPORTUNITY
IN PLYMOUTH
Plymouth based insurance company has several openings in the home office staff Vacancies are in ACCOUNTING, CLAIMS and GENERAL CLERICAL DEPARTMENTS The company has an excellent fringe benefit program and 4% day work week Please call for an interview 453-2000

BOOKKEEPERS
To $11,000 Fee Paid
Several excellent opportunities available for experienced bookkeepers Great locations. terrific benefits Call today
Snelling & Snelling
478-3500

EXEC. SEC'Y
Enjoy the benefits of working for a Fortune 500 firm Secretary and personnel duties fill your schedule at $200 for top skills Call 562-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

TROY
Super location plus $163-$175 start for bright beginner with good sec'y skills Good appearance and personality needed for lots of public contact Call 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

MGEMT. TRAINEE
Permanent secure position. Training program leads to managerial assignment, rapid advancement. Work consists of helping people with their financial problems, both inside & out of the office. Business is unusually steady, good during prosperity, recession or recession. See Mr Lambert. General Finance Corp., 20338 W. 7 Mile, Detroit 537-0900

MEDIA CLERK
$7000 Fee Paid
Large advertising agency will hire an excellent typist today. A terrific opportunity. Call now
Snelling & Snelling
478-3500

RECEPTIONISTS
To $8000 Fee Paid
Bring in the New Year with a new career Several excellent spots available in all areas Call now
Snelling & Snelling
478-3500

ADVERTISING
$9000 Fee Paid
Fantastic opportunity to assist the Research Director of a Major Ad Agency. If you're interested in an exciting career and have a good secretarial background, call
SNELLING & SNELLING
478-3500

PHONE LADY
6 HOURS PER DAY
5 DAYS PER WEEK
REDFORD TWP AREA
Apply In Person
MAYER
JANITORIAL SUPPLIES CO
25743 W. 7 MILE at BEECH

GENERAL OFFICE
Posting to general ledger & operating accounts, trial balance & general ledger controls Monthly & Quarterly reports Good resume to Business Manager, Madonna College, 36600 Schoolcraft Road, Livonia, Mich 48150
Equal Opportunity Employer M-F

ADVERTISING ASST.
Suburban Detroit, diversified client-contact Position for enthusiastic You with good typing. Advancement and benefits $650 Call Kyle Fox
349-0400
Snelling & Snelling
PERSONNEL

CLERK TYPIST
Good typing skills, aptitude for checking and typing figures Immediate opening for dependable person in our Sales Department. Duties include typing, filing and variety of assignments
Excellent employee benefits and opportunity for advancement
Apply
Rehal Order Checker with Accounts Payable experience Excellent benefits, salary & hours Call for appointment
Ms. Kidde 965-5000

PART TIME CLERK
Familiar with Hospital admission procedures, knowledge of telephone switchboard operation and filing systems. Must type, be willing to handle cash, be flexible in working hours and days.
Apply: Personnel Office from 9 AM-3 PM only.
KINGSWOOD HOSPITAL
10300 W. 8 Mile, Ferndale

504 Help Wanted Office-Clerical

GENERAL OFFICE
Full-time, 5 days per week
Redford Twp. area. Apply At:
MAYER
JANITORIAL SUPPLIES CO
25743 W. 7 MILE at BEECH

LEGAL Secretary - good skills, small Birmingham firm, dictaphone. 644-4433

PAYROLL CLERK - experience with general contractor - useful but not necessary. Send resume to P.O. Box 315, Novi, Mi. 48050.

Secretaries
Typists
Stenos
Keypunch
Switchboard
Demos
Even if you haven't worked for awhile we need you for short term temporary assignments NOW Work the days you have free time from your home and daily checks You tell us when. We will pay you weekly for the hours worked Interviewing Mon. thru Fri 9 am-5 pm

24755 S Mc. Beech Daly-Telegraph
29256 Ryan at 12 Mile

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

CAREER SPOT
Publishing company in suburban location needs an intelligent, poised, dependable person for diversified position Typing: no shorthand Salary $750 a month Call Mary Alice
644-4600
SNELLING & SNELLING

OFFICE POSITION
Management Department
Southfield area
557-0770

SECRETARIAL OPPORTUNITY-Established firm seeking individuals with superior typing skills & demonstrated ability to deal effectively with clients. Professional appearance & manner essential. Person must thrive on variety & challenge. New Offices at 13 & Northwestern 851-4456

PART-TIME Typist. Mature individual with typing speed of 60 WPM. Flexibility in scheduling. New offices at 13 & Northwestern 851-4456

NO SHORTHAND, accurate typing 60 words. Must have letter writing skills. Health organization Benefits $8,500. Isabel 864-6000

RECEPTIONIST
For growing young company. Applicants must have 2 years minimum prior work experience including typing, etc. Good starting salary and excellent fringe benefits Apply in person only to:
EXOTIC RUBBER & PLASTICS
22936 Industrial Park Dr.,
Farmington, Michigan

ACCOUNTS RECEIVABLE clerk Experienced in billing & collections. Southfield area 644-6506

GIRL FRIDAY, full time South field architects' office Must be good typist and have good phone personality 353-3300

RECEPTIONIST for chiropractor Some typing needed Central Livonia area Approximately 30 hours weekly 425-5454

QUALIFIED
EXPERIENCED
Real Estate
Closing Secretary
To work for prominent Birmingham firm Good pay, good fringe benefits. Send resume to Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Clerk Receptionist
Immediate opening for experienced receptionist & typist. Light bookkeeping or experience with figures would be helpful Good salary & benefits Call Jo Anne Farrell, 646-4760. American Financial Corp., 30400 Telegraph, Suite 458, Birmingham
Equal Opportunity Employer M/F

Telecommunications
Operator
Telecommunications Operator Experienced with Burroughs TC-500 or TC-4000. Excellent pay & benefits Located in Livonia. Call Jo Reasor 522-6220
An Equal Opportunity Employer

RELIABLE WOMAN wanted for counter and clerical work in Retail Store in Plymouth area Call for appointment 455-7200

TYPIST - modern professional firm in Southfield is looking for an ambitious girl. IBM equipment and general office duties Must type at least 60 WPM. Immediate opening Excellent fringe benefits Call Maryann to arrange interview 356-6181

GIRL FRIDAY - 1 girl office Bookkeeping, invoicing experience Full time. Arden Business Forms Appointment 533-1446

GENERAL OFFICE
Excellent typist needed in Birmingham for varied duties including dictaphone. Send resume to: Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

GENERAL OFFICE - Transportation - seeking aggressive young man to work operations in major transportation business 362-4400

RECEPTIONIST & File Clerk needed immediately for Southfield law firm. File clerk must have car. Hours 9-5.30 Mon thru Fri. Free parking 559-8078

SECRETARY - CLERK will require good phone answering skills, also typing, bookkeeping and general office, excellent benefits and opportunity for advancement Call General Dynamics Communications Co., Ferndale-Oak Park area 399-4927

DICTAPHONE, 60 wpm, insurance helpful - not essential Birmingham area. $150 weekly. Must have 4 years experience. For interview 646-0992

CLERK - TYPIST, good typing essential, excellent opportunity to learn insurance business Fringe benefits. Southfield location 352-7350

Experience in Accounts Payable & Accounts Receivable desirable in general office operations. Must have good rapport in dealing with the public. Experience in insurance billing procedures & with mini computer helpful, but not required Call for appointment at
557-4270
DORVIN CONVALESCENT
& NURSING CENTER, Inc.

RECEPTIONIST
Corporation based in Farmington Hills is seeking qualified applicants for the position of receptionist. The successful candidate will be mature, personable, outgoing and dependable. Accurate typing skills of 65 WPM as well as good language skills are important. Experienced candidates are encouraged to forward resumes in confidence to Box 124, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

IF YOU possess excellent general office skills, including typing, we have an interesting position now available. Kindly telephone our Personnel office to arrange an interview Capital Mortgage Corp. 355-5000 ext 205

FINANCIAL
CLERK
Due to pending retirement, we have a permanent Full time position available. Duty's include: Recapping & Consolidating operational reports, computing variances to budgets, plus handling correspondence for the Financial Dept.
To Qualify you must have: Good Work record & Aptitude for Math, Typing Skills of 50 WPM & should have some accounting beyond High School level. Shorthand will helpful.
We offer Good Salary & a full Range of Benefits. For personal interview Call Mr. Melick or Mr. Blackmarr, 261-8440, Mon. thru Friday.
ITT Continental
BAKING
37051 Amrhein,
Livonia, Mich.
Equal Opportunity Employer M-F

SECRETARY with some bookkeeping experience for public accounting firm. 2000 Town Center, Southfield Monday-Fri Call for appointment 352-0802

RECEPTIONIST for hair salon, full time, good benefits Apply in person. Bonwit Teller's, second floor, Somerset Mall, Troy 643-7127

MORTGAGE SERVICING Dept. needs a 235 clerk to handle escrow audits and recertifications Must type accurately, have figure aptitude & be able to deal with the public Some mortgage background preferred Call Mrs Pasco 557-9513

LEGAL SECRETARY for pleasant suburban office, experienced preferred, salary open. 355-4720

ACCOUNTING
Good math aptitude? We need responsible young woman to train in Accounting Dept. of progressive Southfield firm. Some experience in accounting helpful. Must have 55 WPM with good general office skills Excellent working conditions and benefits For appointment call
353-3200

SECRETARY wanted, immediately. Typing, shorthand, bookkeeping 566-8680

WANTED, Girl for typing, filing, light office work for small manufacturing plant Schaefer, Plymouth area $3 to start, increase in 60 days Full benefits Call 8 AM - 4:30 PM. 834-3999

CLERK-TYPIST
No experience necessary Meet the public Interesting, varied work involving machine operation of our Computer Terminal Regular increases based on merits Learn to operate computer terminal To apply, see Mr Korsak, General Finance Corp., 22036 Grand River, Detroit. 534-1100

CLERK, part time 9-2 Must have good handwriting & be accurate Hours 9-2 5 days a week or 2 days between 1-4PM Factory Official Bldg. 30234 Grand River, Farmington Hills

SECRETARY, RECEPTIONIST
Needed for chemical company to handle correspondence, telephone, general office, typing, some form of gold writing required. Contact Sherr. 935-3300

SECRETARY-TYPIST
Small Southfield firm engaging principally in real estate appraisal work Must have good typing ability and number aptitude Full time, 5 days, salary open Send qualifications with most recent work experience and salary requirements to box 110 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

PART Time Clerical, some bookkeeping & computer experience Good typing possible shorthand Troy office 649-4500

OFFICE PERSON - some bookkeeping knowledge required, typing, filing, telephone, 2 man office Well consider recent high school graduate with no experience. Only really ready to be serious about employment. Salary open Call today on experience Good opportunity Hospitalization and other benefits Apply in person only - Mr. Schwartz, Dorco Steel Products, 3000 Town Center, suite 1340, Southfield

POSTING CLERK
Leading established manufacturing company has immediate full time permanent position for person experienced in posting & balancing records. Typing skills helpful Salary commensurate with experience. For appointment call 358-2121 ext. 25
An Equal Opportunity Employer

MAJOR Life Insurance Company is looking for skilled full time receptionist-typist and entry level people. Pleasant working conditions, fringe benefits, 3 day, 37½ hr week. Office located in Southfield Starting salary depends upon past experience. For appointment call 358-2121 ext. 25
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
Southfield based training & communications company has immediate opportunity for an experienced secretary with good skills, telephone technique, & capacity for handling detailed work Contact Mr. John Patricola, 568-4000, Ext. 294

PART TIME for busy Clawson office Must be good typist Call Donna at 435-5330

DICTAPHONE TYPIST, part time, 2 days Ohio Casualty Insurance Co., Westland An equal opportunity employer. 427-7900

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