502 Help Wanted Dental-Medical

RECEPTIONIST, with pleasant voice to answer phone & file. Must be interested in learning to enter computer data. Southfield. Ask for Miss Winters between 9 AM - 12 noon. 424-0050

Assistant Director of Physical Therapy

This is an opportunity for a Physical Therapist who is seeking a management position combined with a continuing application of Physical Therapy skills. Must be a registered Physical Therapist. Our small, west side suburban hospital offers a congenial work environment, a comprehensive, fully paid benefit program and an excellent starting salary. Qualified applicants seeking more information, please call the Personnel Department.

METROPOLITAN HOSPITAL WEST
28003 Joy Rd., Westland
522-6800, ext 280
Equal Opportunity Employer M/F

RN

With psychiatric experience desirable. Full time, midnight shift. Apply

Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

MEDICAL ASSISTANT, experienced only, in EKG, injections, lab & insurance forms. Bloomfield Hills. Ask for Sue. 333-1110

FRONT OFFICE Girl, Solo MD. Must have current knowledge of all insurance. Billings & peg board, experience necessary. Redford Area. Monday thru Friday 937-3230

CHAIR SIDE, experienced only. Oak Park-Southfield area. All fringe benefits. Reply to: Box 240, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PARA-MEDICAL EXAMINER. Perform mobile exams. All areas open, part-time RN, LPN, and Ex-Corpsman.

CHEERFUL Receptionist - Assistant for Livonia Podiatrist's office. Some typing, full & part time positions. Please send resume to Box 988, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN'S, LPN'S

DAYS & AFTERNOONS
Apply In Person
MEDICO'S
RECOVERY CARE CENTER
22555 W. 8 Mile Rd.
3 blks. W. of Lahser
255-6450

J.C.A.H. APPROVED

Modern extended care facility, skilled basic care, now hiring LPNs or RNs, part time or full time, pm's & part time midnights. We offer ongoing in-service & education on the professional level. Close to direct travel routes. Baby sitting service available on th premises. We welcome new graduates. No shift rotation. Medication course a necessity. Call

BEVERLY MANOR
Convalescent Center
24500 Meadowbrook Rd
Novi 477-2000

J.C.A.H. APPROVED

Modern extended care facility, skilled basic care, now hiring aids and orderlies, all shifts, part time & full time. No experience required. In-service & teaching provided. We welcome students & will work around school schedules. Close to direct travel routes. Baby sitting service available on the premises. No shift rotation required. Excellent benefits & insurance program. Pleasant working conditions. Call

BEVERLY MANOR
Convalescent Center
24500 Meadowbrook Rd
Novi 477-2000

NURSE AIDES

Work days & hours of your choice. Private homes, hospitals, nursing homes. Live in work available. Car & experience necessary. Top pay, no fees.

TEMPORARY HEALTH CARE SERVICES
Detroit. 835-5400
Pontiac. 334-2300

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Chairside experience preferred. Send resume to: W.E. McMillan DDS, 36180 S Mills, Livonia 48154.

FARMINGTON HILLS - orthodontist seeking mature employee, 25 hrs. per week. No eves. 553-4455

X-RAY Helper, full time, no experience necessary. Male preferred. 559-5640

MEDICAL ASSISTANT, minimum 2 years experience, urinalysis, venipuncture injections, EKG's, X-Rays, 5 day week. Benefits. 569-4243

MATURE Responsible person needed as dental receptionist to fill in two evenings a week in busy Canton office. Should have good phone and enjoy people. Call 8AM-5PM. 459-1950

DENTAL ASSISTANT wanted full time, two evenings per week, or Sat. Some related experience preferred but will train. Office located in Canton. Call 9AM-5PM. 459-1860

NURSE AIDES

ALL SHIFTS. Good pay and benefits, pleasant surroundings. Apply 8-3, Monday through Friday, Linda.

FARMINGTON NURSING HOME
30455 Folsom Rd. Farm.
477-7400

DENTAL ASSISTANT, Southfield. Experienced, chairside, take and develop X-Rays. Lab work, instrument maintenance. 353-7440

EXPERIENCED RN, LPN and Bookkeeper for Northwest Women's Clinic. 3 days per week. Call: Tuesday between 1-4PM. 272-5000

MEDICAL SECRETARY - full time, shorthand, typing, medical dictation for dictaphone, statistical typing & plus Competitive & benefits. 477-3509

DENTAL ASSISTANT. Assisting only. Orchard Lake area. Call between 9 AM - 5 PM: 851-3787

MEDICAL ASSISTANT needed, full time, will train, no experience necessary. 17 or over. Call 261-4541

NEW MENTAL Health Clinic opening in pleasant suburban location now accepting applications for consulting psychologist, clinical physiologist, M.S.W., L.S.W. and secretary. For further information please contact Dr. Petrides 255-0900

LAB TECHNICIAN to work in doctors office. Southfield area 4 afternoons per week. Call Monday thru Thursday: 559-7060

MEDICAL TECHNOLOGIST

HEMOTOLOGY SUPERVISOR

Due to expansion of our laboratory facility we are seeking a MEDICAL TECHNOLOGIST to supervise our Hematology area.
This opening requires MT (ASCP) registration with at least 2 years recent experience in hematology.
We can offer the qualified candidate an excellent salary program and an exceptional supervisory benefit package.

Apply Employment Office
SINAI HOSPITAL OF DETROIT
Professional Bldg.-Lower Level
14800 W. McNichols
(313) 493-6161

MEDICAL TECHNOLOGIST

Blood Bank SUPERVISORY

We are a large expanding teaching hospital located in the metropolitan area that is seeking a BLOOD BANK SUPERVISOR to coordinate the activities of our modern well equipped Blood Bank.
We are offering a highly competitive salary and an excellent fully paid benefit program.
Qualified applicants must possess an SBB registry preferred or an MT (ASCP) registration with 5 years blood bank experience.

Apply Employment Office
SINAI HOSPITAL OF DETROIT
Professional Bldg.-Lower Level
14800 W. McNichols
(313) 493-6161

502 Help Wanted Dental-Medical

DENTAL ASSISTANT, experienced, full time, West Dearborn. Monday thru Friday. 274-8522

NURSE AIDES ORDERLIES

Experienced or will train for rewarding career in nursing. Good salary and fringe benefits, excellent working conditions.

Apply in person
GEORGIAN BLOOMFIELD
2975 Adams Rd. corner 16 Mile

DENTAL RECEPTIONIST-must be experienced with insurance and business procedures. 4 days, 32 hours, fringes. 352-7177

DOCTOR'S ASSISTANT, full or part time, Farmington. Call between 8:30 AM - 12 noon. 476-2900

DENTAL ASSISTANT, full time, needed for new Rochester Dental practice. Experience or schooling preferred. Please send resume to: Box 320, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL RECEPTIONIST, experienced, multi-dentist office. Birmingham area. 647-7930

FULL TIME DENTAL Assistant, Oral Surgeon's Office. Some experience helpful. Birmingham Area. Call between 8:30 & 4:30 647-7236

MEDICAL RECEPTIONIST
For N.W. Sub Allergy Dr. Need experienced & mature individual. Send typed resume to: Box 200, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - Office Manager. Experienced. Full-time. Dental insurance knowledge. Highly professional office awaits team member. Salary open. Livonia/Redford area. 427-4210

MEDICAL TYPIST - part time, minimum of 65 WPM, Oral Surgery Office, Birmingham Area. Call between 8:30 & 4:30 647-7334

RN'S & LPN'S

Modern skilled nursing facility in need of alternoon supervisor and afternoon staff nurses either full or part time. Revised pay scale, good fringe benefits. Contact Nursing Director 8 AM - 4 PM at:

CAMBRIDGE
NURSING CENTER WEST
18633 Beech Daly, Redford
255-1010

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

RN - LPN. Full & Part time to work in modern health care facility. Franklin Manor Convalescent, 26900 Franklin Rd., Southfield. 352-2390

NURSE'S AIDS

Five day paid training class. Immediate openings full time, all shifts. Apply in person only. No phone inquiries accepted. Interviewing Monday thru Friday, 8am-3pm.

DORVIN CONVALESCENT
& NURSING CENTER
28270 Meridian, Livonia, on Middlebelt, one block south of 8 Mile.

CRNA

Anesthesia Team Concept
Broad Compensation Package
Personal Interview Required
PONTIAC GENERAL HOSP.
ANESTHESIA DEPT.
8AM-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

RECEPTIONIST
Busy Ophthalmologist's Office, full time. Deghaard, Medicare, Medicaid, Blue Shield. Reply to Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

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 Licensure 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., Southfield
352-7390

504 Help Wanted Office-Clerical

SECRETARY for small office in Southfield. Typing, light bookkeeping and general office work. 354-8235, 352-1892

TWO GIRL office needs reliable second person for typing, filing and phone duties. Detroit company. Mornings preferred. 14445 Lawton, Detroit, 48223. 882-6766

504 Help Wanted Office-Clerical

ACCTS. PAYABLE

Exceptional opportunity for person with accounts payable or figure experience. Involves posting, auditing, verifying, & learning to work with computer. Livonia Area. Starting salary to $700 Fee Paid.

ALLIS JOHNSON PERSONNEL
Quakertown Plaza, 32969 Hamilton,
Farmington Hills
553-3100

GENERAL OFFICE PERSONNEL

Requires ability to meet people, good phone communications, typing, learn testing procedures, etc. Developing position in nice surroundings in personnel field. Farmington Area. No Fee.

ALLIS JOHNSON PERSONNEL
Quakertown Plaza, 32969 Hamilton,
Farmington Hills
553-3100

EXEC. SEC'Y

Immediate opening for President of Division of large Conglomerate in Western Suburb. Requires intelligence, good skills in shorthand & typing. Previous experience at executive level. Starting Salary at $13,500 + good & good benefits. Register Today.

ALLIS JOHNSON PERSONNEL
Quakertown Plaza
32969 Hamilton
Farmington Hills
553-3100

DATA ENTRY OPERATOR

Part-time afternoon position is available for an individual with general key punch knowledge and basic typing skills. Excellent salary and fringe benefits. Contact Personnel Office.

BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600
Equal Opportunity Employer M/F

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 538-2020.

CENTURY 21
TODAY 538-2000

SECRETARY

Full-time position with West Dearbor builder-developer. Experience preferred but not necessary. Must type and use a machine skillfully. Apply in person, 26810 MICHIGAN AVE., 9-5 P.M.

Take Charge Type

Property Management Office is seeking Clerical Helper with aptitude for figures and ability to work with public. Rochester area. Call for interview between 9 AM and 12 Noon, Mon. thru Friday.

652-0801

PART-TIME RECEPTIONIST with good secretarial skills & telephone experience. Hours: 12-5PM, weekdays for Troy area firm. Please send resume to Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SUBURBAN OPPORTUNITIES

SECRETARY, to $900. Good typing. Average S.H. Financial experience desired. W. Bloomfield.
SECRETARY, to $820. Good typing. Average S.H. International company. Southfield.
SECRETARY, to $900. Good secretarial experience with S.H. for international company. 1-75 - Crooks.
SECRETARY, to $750. Advertising agency needs secretary with S.H. for service department. Southfield.
EMPLOYERS PAY ALL FEES
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

EXPERIENCED LEGAL SECRETARY needed for Birmingham law firm. Excellent typing, shorthand and dictaphone. Competitive fringe benefits. Call Jerri. 645-3850

SECRETARY for Troy company. Typing 75 wpm, shorthand 80-100 wpm., spelling and accuracy a must. Excellent salary depending upon qualifications. Benefits include Major Medical. Fee paid.
ACCOUNTING CLERK for Troy Advertising company. Must have some bookkeeping background and a good figure aptitude, plus accurate typing required. Salary $700, benefits include Major Medical. Fee paid.

PREFERENCE
PERSONNEL
362-3420
EMPLOYER PAYS ALL FEES
HOURS 10-4 PM

INSURANCE AGENCY

Southfield office needs expert in Commercial Underwriting, Property & Casualty. Excellent compensation. Knowledgeable in placing business with Company. Typing required for invoicing & correspondence. Pay commensurate with experience. All resumes confidential. Reply to Box 274, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

NURSE'S AIDE TRAINING PROGRAM

Starts Monday, January 30
BE PAID WHILE YOU TRAIN

Interviews Being Arranged
Monday through Friday 9 a.m. - 2 p.m.
Saturday 9 a.m. - 11 a.m.

Full Time and Part Time Employment after satisfactory completion training program. Shift preferences considered. Take that FIRST STEP to becoming a Health Care Professional.

Make application to this excellent program by contacting MRS. FOLEY-RN at

UNIVERSITY CONVALESCENT
&
NURSING CENTER

28550 Five Mile, Livonia
(Located between Inkster & Middlebelt Roads)
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

PART-TIME RECEPTIONIST with good secretarial skills & telephone experience. Hours: 15-25PM, weekdays for Troy area firm. Please send resume to Box 276, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

KEYPUNCH Operator, Sr. with remote terminal experience desired. If interested please contact: John Cossman, Wilding Division of Bell & Howell. 568-2900

RECEPTIONIST

Full time position in active Westland Real Estate for young person with pleasant telephone voice & typing skills. Contact Jack Keoshian for a confidential interview

CENTURY 21
TODAY 538-2000

$600 - NO SHORTHAND
Fee Paid. Nice company need you for accurate typing and flair for figures:

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

EXECUTIVE SECRETARY - Permanent Part-time, Southfield Area. Challenging position for executive secretary, serving top executives. Call for appointment 557-2757

FILE CLERK
No experience necessary. Part time or full time.
Health Care Personnel Serv
358-0020

IMMEDIATE Full Time Positions

CLERK-TYPIST
FILE CLERK
If you like to type, file, do figure work & variety of assignments, we are sure to have a position to interest you.
Birmingham location. Excellent employee benefits & promotional opportunities. Call Vicki Sato for appointment. 645-3700

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

OFFICE - Assistant, good typing, shorthand, full charge bookkeeping with payroll responsibilities. $750 plus.

FULL CHARGE - bookkeeper thru P&L statements, excellent opportunity for expanding Southfield firm, salary commensurate with experience, fee paid.

ADVERTISING - secretary, beautiful Southfield company, typing 65 WPM, shorthand 80, good phone ability, $700, fee paid.

LOIS RAY PERSONNEL
559-0560

SECRETARY, office experience. Rochester area, insurance agency. $3 hour starting. Good typing, spelling & math necessary. 852-9362, 375-9468

REDFORD REAL ESTATE
Needs Girl Friday, lots of public contact. Good typing, light work, bookkeeping helpful. Salary commensurate with experience. Call after 6PM, 478-5566; or 477-3406

SECRETARY

Shorthand essential, at least 6 yrs. experience. 60 -WPM. Must have own transportation. Birmingham Area. 646-0992

INSURANCE GIRL

Experienced, Full time, immediate opening, must have General Agency background. 6-8 yrs. experience. Type 60 WPM. Use Dictaphone. Birmingham Area. 646-0992

RECEPTIONIST - TYPIST for Southfield law office. No experience necessary, will train. 399-2200

CUSTOMER SERVICE/Receptionist for busy Tax office. Good phone rapport, typing required. Position is full time temporary to April 15, 8 AM to 5 PM. Overtime and Saturdays required. Southfield location. Call Phyllis between 8 AM and 5 PM at 354-9570

KEYPUNCH. Full and part time Operators needed between now and April 15. Flexible working shifts. Minimum 1 year experience on IBM 129. Alpha-Numeric speed and accuracy essential. Southfield location. Call Dorothy between 8 AM and 5 PM at 354-8396

KEYTAPE OPERATORS, experienced on Introvex, CMC, Entrex or other. Start immediately on day shift only. Full time until April 17. Production incentives. Earnings can go to $6. per hour. Southfield location. Call Brenda between 9 AM and 5 PM at 354-9574

OUR MODERN Troy office needs an experienced typist who enjoys the variety our business has to offer. Duties include some dictation as well as customer service work, filing, telephone. Shorthand not required. Excellent fringe benefits. Age no barrier. Phone mornings.

646-3600
An Equal Opportunity Employer

Clerical GENERAL OFFICE

Full time position, Monday thru Friday.
Typing & previous office experience necessary.

SECRETARY

Light dictation & good with figures. Excellent company benefits.
Apply in person, Mrs. Hay, Monday thru Friday.

MONTGOMERY
WARD
District Office
TEL TWELVE
Shopping Center
Equal Opportunity Employer M/F

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

ADVERTISING AGENCY in Southfield requires experienced secretary. Advertising experience helpful. Must have excellent typing & shorthand skills, be well groomed, accurate & responsible. Benefits. Call Adda:
An Equal Opportunity Employer

SECRETARY - to Project Manager for large Southfield company. Good skills and experience required. Company offers full benefits and pays our fee. Salary starts at $844 with raise in 90 days.

FIGURE CLERK - General office for Oak Park company. Experienced person with good accurate typing will start at $735 with outstanding benefits and fee paid.

BEGINNER - in accounts payable department for Southfield company. Will train applicant who types 40. Start at $600 with good benefits and fee paid.

SECRETARY - general office position for company in large Southfield shopping mall. Salary $750 to $844, with excellent benefits.

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

NO REFERENCE NECESSARY
People needed to work part time in our Southfield office. Hours: 8-9 Mon. - Fri. and 9-1 Saturday morning. $3.50 per hour plus bonus to start. For more information, call after 1 PM 358-8406

504 Help Wanted Office-Clerical

PART-TIME SECRETARY. Major Pharmaceutical company seeking applicant to work 3 days a week in division manager sales office. Individual with a minimum of 3 years experience and able to work independently. Routine secretarial duties. Heavy telephone contact. Send resume and salary requirements to Box 378, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL RECEPTIONIST & ASSISTANT. Will train. Full time position and typing preferred. Dearborn Heights area. Write Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER Part time for Public Accounting Office. Experienced only. Call Deborah 425-1850

GENERAL OFFICE
Light typing and filing, apply Novi American, 60260 Grand River.
478-8200

PART-TIME typist for Dearborn Law office until April 15. Call Mr. Randall, 278-2242

SECRETARY OPERATIONS

VLASIC FOODS has an immediate opportunity for mature, experienced secretary in the Operations Department.
Requirements include familiarity with record keeping, typing (50-60 WPM, dictaphone transcribing, and 3-4 years clerical experience.
Please apply at:

Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

BILLING CLERK

Must have prior work experience in all areas of billing including supervision, footing, preparation of custom papers, and summaries and typing. Good salary and fringe benefits. Apply in person only.

EXOTIC RUBBER & PLASTICS
23926 Industrial Park Dr., Farm.

RECEPTIONIST

For growing young company. Applicants must have minimum prior work experience including typing, etc. Good starting salary and excellent fringe benefits. Apply in person only to:

EXOTIC RUBBER & PLASTICS
23926 Industrial Park Dr., Farm.

TYPIST

To perform misc. 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
31555 W. 11 Mile Rd.
474-6115

GOOD TYPIST with head for figures needed. Real Estate or title work background helpful. 8:30 to 5. 5 days week. Located in Troy. Call Mrs. Skubic, 643-9455.

SECRETARY

Secretary for General Manager of Retail Drug Chain. Typing required. Call for confidential interview. G. Katchman.

SAV-ON DRUGS
6310 TELEGRAPH
BIRMINGHAM
851-7741

DEPENDABLE Woman wanted for receptionist, typist position. 30-35 hours per week. Canton area. Call 455-0727

SALESMAN, heating and air conditioning experience preferred, leads supplied. Salary plus bonus or fee paid. Call Central Heating, Walter Kaye, 559-2400

BOOKKEEPER with Real Estate experience preferred. Large Livonia real estate office. Excellent salary and benefits. Hours 9 to 5 Pm. Send resume to: Box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

ACCOUNTING - BOOKKEEPING background with good typing skills, interest in closing transactions for busy multi - office Real Estate firm located in Troy. For the person who likes talking with people & would like the challenge of a new career. 643-9455

SECRETARY, experienced, for administrative headquarters of multi - office Real Estate firm located in Troy. Must be excellent typist & able to work in a variety of financial reports. Shorthand helpful but not essential. Call 643-9455.

CLERK-TYPIST

No experience necessary. Meet the public. Interesting, varied work centering around our division of our Computer Terminal. Regular increases based on merits. Learn to operate Computer Terminal. To apply see Mr. Lambert: General Finance Corp., 20238 W. 7 Mile, Detroit. 537-0900

GENERAL office, part time position. Light typing. Good starting wage. Flexible hours. Must be attractive & outgoing. Start immediately. Call Christine between 1-4PM 962-9851 ext 24

EMERGENCY ROOM CLERK
Part-time, alternating afternoons & midnights. Hospital experience desirable. Contact Mrs. Thompson, 4-6:30 PM.
REDFORD COMMUNITY HOSP.
531-8100 EXT. 67

SECRETARY, Receptionist, experienced, Full-time. Duties: Phone, typing, filing, & Copying, professional atmosphere.
353-6133

ACCOUNTS PAYABLE
Clerk for pleasant Birmingham office location. Good typing skills and a mathematical aptitude necessary. Business machine experience desirable. Attractive salary and benefits. Phone 645-8150

BOOKKEEPER, Southfield, 12 Mile Rd. Experienced thru Trial Balance, General Ledger, all Taxes.
557-7755

EXPERIENCED BOOKKEEPER. 8 Mile-Lahser area, full time. Mr. Lawton. 355-6820

ACCURATE TYPIST
with good spelling & learning abilities. Large amount of filing. Starting salary $3.25 per hour with increase in 3 months. Blue Cross & Benefits. Publishing Co. located in Farmington Hills. Call Joan Brown. 855-0411

TYPIST - RECEPTIONIST. Birmingham insurance agency, with pleasant working conditions, needs accurate typist, 50 wpm minimum. Salary commensurate with experience & ability. 646-0009

TYPISTS

Firemen's Fund Insurance Co
We need typists capable of typing 50 - 65 wpm. Experience preferred but not necessary. We are located in Southfield and offer an excellent fringe benefit program with experience. If qualified, please call Mrs. Mayfield.

557-5700
An Equal Opportunity Employer

SWITCHBOARD OPERATOR/
RECEPTIONIST
Previous experience on switchboard. Ability to work effectively with public. Must exhibit patience, tact and dependability. Good phone manner essential. $7,000 to $8,784 per year. Call: PERSONNEL OFFICE for Interview. City of Farmington Hills.
474-6115

504 Help Wanted Office-Clerical

PAYROLL CLERK - Experience with general contractor useful but not necessary. Send resume to P. O. Box 318, Novi, 48050.

INTERESTING JOB for a bright beginner. Modern office in Farmington Hills. Varied duties. $500 a month. Phone 626-6642

GENERAL OFFICE CLERK
Mature Gal Friday, must be good at figures, full time. Salary Negotiable. Call Mr. Kay, Monday thru Friday between 8:30-12 Noon. Northwest Area. 931-1700

BIRMINGHAM Based Manufacturing company seeks alert, active woman to join 4 girl office. Duties include telephone & visitor reception, correspondence, some typewriting & computer console work. Typing skills & some office experience required. Please write stating your background & salary desired. P.O. Box 125, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GIRL FRIDAY
For growing Agency. Must be neat and pleasant & able to type and do billing. Will train the right person for account representative position. Must be reliable and have transportation. Call 8 am.-5 pm. 464-5870

BOOKKEEPER

EXPANDING AND DYNAMIC RETAIL CHAIN HEADQUARTERED IN OAK PARK NEEDS A SELF STARTER BOOKKEEPER. ACCOUNTS PAYABLE EXPERIENCE. GREAT OPPORTUNITY, CHANCE FOR ADVANCEMENT. PLEASANT WORKING CONDITIONS. $185 STARTS. PHONE CONTROLLER'S

968-2400

SECRETARY for law office. Good typing, office skills required. Will train. Southfield area, for interview call Mr. Mann. 557-2939

GAL to assist Sales Manager. Must be mature and well groomed and possibly artistically inclined. Prefer experience in advertising, such as Layout work - for flyers and bulletins. Must type. Artistic talents, & Mile - Merriman. 478-7770

GENERAL OFFICE BLUE PRINT MACHINE OPERATOR

Entry level position available for individual to operate blue print machine. Duties include operating blue print machine, sorting & delivering inter-office mail & misc. clerical work. Must be well groomed.
For interview appointment, please call:

Mrs. Evelyn Egrin
Cunningham Limp Co.
30800 W. Woodward Ave.,
Birmingham 647-6600

SECRETARY for one girl office, accurate typing, good with figures, Oak Park Area. Call for appointment. 967-1440

OFFICE

Typing & figure aptitude, other office functions. Previous experience required. Benefits.

PETERSON MACHINE
PRODUCTS
562-4444

SECRETARY FOR life insurance agency, life insurance experience desirable, but not necessary. Excellent opportunity for person with good shorthand & typing skills. Benefits include, pension, life insurance & major medical. Southfield. 353-1760

SALES SECRETARY, customer contact plus other duties. Type 55 wpm. $750. Fee Paid.

BOOKKEEPERS thru Trial Balance, type 50 wpm, $850. Fee Paid.

PROGRAMMER Cobol or PL1 proficiency, knowledge of IMS plus CICS on IBM equipment. $15,000 to $24,000. Fee Paid.

ACCURACY
PERSONNEL
643-9350 358-2010

LEGAL SECRETARY wanted for small Southfield law firm. Typing 60 wpm, dictaphone & some bookkeeping experience preferred. Call 356-5050

PART TIME TYPIST/LIBRARY CLERK Wanted. Previous Library experience preferred. Avon Twp. Library. 651-1456

CLERK-STEIL WAREHOUSE
Misc. plant office duties include preparations of shipping documents, tallies, dispatching and sales office liaison work. Day shift, full time, own transportation. High School graduate minimum required. Good with figures. Phone Mrs. Nimmons between 9 AM - 5 PM at 464-1200

SECRETARY

Long established Birmingham company needs experienced Secretary interested in learning closing work. Extreme care and accuracy required. Good pay and fringe benefits. When trained, will possess a valuable skill. Send resume to Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY

FULL TIME
SOUTHFIELD LOCATION
Congenial property-management office. Excellent location. Interesting duties include typing and bookkeeping. Mature person.
9 AM - 5 PM:
Eves: 626-6383 352-9555

NORTH SUBURBAN office requires general clerk with 65 wpm typing. Excellent fringes. Salary based upon experience. Excellent opportunity for right individual

An Equal Opportunity Employer
396-2100

FULL OR Part time, typing, filing, shorthand and telephone. Southfield Area. The Diet Workshop. 557-1475

OFFICE CASHIER
Experienced, mature, full time, 2 years of college, call Goodbody's Keeping Shop 538-5657

RECEPTIONIST
SWITCHBOARD OPERATOR
Manufacturing division of top 500 Corporation, located in Northwest suburb, has an immediate opportunity for a mature individual with 2 to 5 years experience dealing with the public. Some numerical typing and other related duties. We offer pleasant facilities, a competitive salary, plus a comprehensive company paid benefits package. For confidential consideration, please call or send your letter of introduction to:

Manager, Employee Relations
Selostomer Detroit
A Microdot Company
23800 Research Dr.
Farmington, Mich. 48024
477-6100 Ext. 67
Equal Opportunity Employer M/F

SECRETARY to help sales engineers. Includes typing & customer contact. Self starting, enthusiasm, plus excellent typing (60 wpm.) needed to help fast growing business. Maple & Telegraph. 645-5900

EXECUTIVE SECRETARY
For busy engineering sales office. Excellent typing, some bookkeeping ability needed. Varied work, fine benefits. Maple & Telegraph. 645-5900

FILE CLERK, Southfield area. 354-7754

MAIL CLERK, young lady needed in our mailing department in Farmington. Answer phone, sort mail, stuff envelopes and perform other mail room duties. Pleasant working conditions in 8 girl office. Non smoker preferred. $95 per week to start. Butler Publishing Inc. 477-4180.

504 Help Wanted Office-Clerical

PART-TIME Secretary, 6 to 10 hours per week, with typing and shorthand. Call weekdays 9 AM to 5PM. 851-7580

OPERATORS

Many Positions Available
SWITCHBOARD experience helpful. We will train on the Job. Openings in our Livonia Office. Must be able to work evenings and weekends. Applications taken at the Detroit Office Only. Apply:

16143 WYOMING
At Puritan
10AM-4PM. MON. thru FRI.

BOOKKEEPER, FULL charge. For established distributor in Oakland Mall area. Good salary, benefits, opportunity to grow. 583-3200

BOOKKEEPER for Southfield CPA office. Knowledge of journal, bank reconciliations & quarterly reports. Some typing. 353-6131

GENERAL OFFICE, position available near Livonia Mall. Diversified duties. Good typing & light bookkeeping skills needed for small office. 476-8110

LIVONIA BUSINESS needs responsible individual on part time basis for general office duties. Typing, filing, phone work. 10 AM to 2 PM, 3 days weekly. Apply in person 8:30 AM to 12 Noon, Mon. thru Fri. Polybiend, 12350 Merriman, Livonia.

ASSISTANT BOOKKEEPER

wanted to work in Hotel. Bookkeeping experience is a must. Call between 9 AM - 11 AM only.

569-4700, ext. 378

SECRETARY, office experience required. Immediate opening. Troy area. 528-0651

SECRETARY for busy travel corporation. Typing 65 wpm, light shorthand, pleasant phone voice, good benefits 557-5155

PROGRESSIVE SOUTHFIELD FIRM

Need responsible people for:
ACCOUNTING: Good math aptitude, bookkeeping experience necessary. Typing 35 WPM.
AUDITING: Figure ability and outgoing personality needed. Typing 50 WPM.
SECRETARY/BOOKKEEPER: Experience in bookkeeping a must. Able to do detail work & solve problems Typing 55 WPM.
ORDERS DEPT: Pleasant voice and good math aptitude needed. Some detail work, typing 50 WPM.
Excellent working conditions & benefits. Starting salary commensurate with experience. For appointment call:

353-3209

BOOKKEEPER

Full time position for automotive dealership, experience required. Salary and fringes. Call Jim Miller.

BOB SAKS ODLS
GRAND RIVER & DRAKE RD.
FARMINGTON 478-0500

PAYROLL CLERK
Apply Bloomfield Hills School District, Personnel Office, 4175 Andover Rd., Bloomfield Hills.

CLERICAL

Several permanent entry level openings. Requires good clerical skills and some typing ability. We are moving early 1978 from the Southfield area to Troy. Call 569-3700 ext 286 between the hours 9 AM and 5 PM for an interview appointment.
Equal Opportunity Employer M/F

BOOKKEEPER - SECRETARY, experienced working with builder. Bloomfield area. 626-7210

TYPIST NEEDED, weekdays only. Good phone personality, 65 WPM. 272-6700, ext. 57

PHONE SOLICITOR and appointment coordinator with some typing skills. Call W.H.S. 545-1414

TYPIST with good office skills - needed. Must be willing to be trained as Medical Secretary. Redford area. Call Daily, 7:30-4:30pm 538-9200

OFFICE MANAGER

Suburban oil distributor needs your ability to run this plush office. Top benefits: $10,000. Call Debbie Rose now.

569-0400
Snelling & Snelling
PERSONNEL

BOOKKEEPERS

Full charge. Detroit & Suburbs. Experienced including posting, check reconciliation, A/P, A/R, payroll, etc. Trial Balance experience helpful. Excellent benefits. Salaries from $650 per month. No fees.
Accounting & Financial Personnel
3000 Town Center Suite 2580
Southfield
353-1161

TYPIST, experienced, 40-45 wpm, full time only, 8 AM - 5 PM. RS Electronics, 34443 Schoolcraft, Livonia. 535-1155

SECRETARY
Permanent part time. Challenging position for competent secretary with good experience. Accurate typing and shorthand required. Ability to work independently and enjoy public contact. Pleasant working conditions at convenient Birmingham location. Call 9 AM - 5 PM, 647-7860. After 6 PM, 647-0414

504 Help Wanted Office-Clerical

WOMAN for office work in small manufacturing plant, 9 AM - 2 PM, daily. Typing and good with numbers. Call Wilson Diversified Industries, 35 W. Lantz, Detroit. 882-6880

SECRETARY FOR Northwest area Plumbing contractor. Must be reliable, industrious, & type with speed. A receptionist, Engineering and/or construction background helpful. Excellent salary & fringe benefits package. Send resume to PO Box 33, New Haven, 48048.
An Equal Opportunity Employer

RECEPTIONIST
For busy Southfield law firm. Light typing helpful. Ask for Karen 358-5300

CLERK TYPIST I
To perform general clerical activities. Light typing, filing, general office. Salary $7,227 per year. Applicants must meet the following Social Service requirements:
Hills resident, family income within 70% of lower living standard income level - registered with MESC and unemployed for 15 of the last 20 weeks or family receiving AFDC or recently discharged veteran. City of Farmington Hills 474-6115.

POSTING CLERK

Posting to and balancing of general and subsidiary ledgers. Monthly quarterly reports. Send resume to Business Manager, Lawrence College, 24600 Schoolcraft, Livonia, 48150
Equal Opportunity Employer M/F

GEM OF AN OFFICE JOB
Newly established firm needs your take-charge personality and all around clerical skills. $650 to start. Call Sheri Day now.

569-0400
Snelling & Snelling
PERSONNEL

EXTRA DIVIDENDS AVAILABLE

See KELLY GIRL. If you're looking for top $$$, convenient locations and choice temporary assignments, KELLY GIRL has rewarding long and short term assignments in Detroit and all suburbs designed to meet your goals.

We have a serious demand for a special project in the Southfield area beginning right away for 1 to 2 weeks. We need:

•CALCULATOR OPERATORS
•COMP. OPERATORS
•STATISTICAL CLERKS
•FIGURE CLERKS
•ACCOUNTING CLERKS
•BOOKKEEPERS

Call or visit one of convenient locations right away.

KELLY GIRL

A Division of Kelly Services
Not an agency Never a fee

Renaissance Center 258-1400
Bloomfield Hills 642-9650
Southfield 424-8100
Livonia 522-6020
Madison Hts. 398-2680
Equal Opportunity Employer M/F

ADMINISTRATIVE
RECEPTIONIST
Suburban national company needs a smiling poised individual. If you want public contact and a challenge, call Mary Alice. $666 a month.

644-4600
SNELLING & SNELLING
AGENCY

RECEPTIONIST

This busy front desk needs your attention. Meet and greet incoming clients, screen calls and schedule appointments. Your ability to handle details is most important. $650-700. Call 644-4164.
Your New Boss Pays Our Fee:
HARRIET SORGE PERSONNEL

SUBURBAN ORDER DESK
Prominent national company se