500 Help Wanted

MATURE WRECKER DRIVERS. Apply in person, Harold's Mobile Service, corner of Ann Arbor Rd. & Sheldon, Plymouth. 453-3180

WAITRESSES wanted, experienced only. Apply in person. Carmen's, North, 30 W. Truskon Rd. in Rochester.

DESIGNER

Tool and figure design. 5 years board experience. Must have some machine, electrical and hydraulic background. Machine shop experience helpful. Excellent salary and fringes including pension. Apply in person.

COGSOLL TOOL PRODUCTS INC.
38700 Grand River
Farmington Hills

BRIDGEPORT OPERATOR Experienced only. Lathe Hands. Apply in person at Mallon Tool & Mfg. Co., 12580 Wayne Rd., Livonia.

CUTTER GRINDER
Full or part-time. Experienced. Astro Cutting Tool, Farmington. 476-5438

BRANCH MANAGER-TRAINEE We will train you to become a branch manager in consumer finance. Rapid advancement, outstanding employee benefits and salary opportunities. Must be at least high school graduate and have car. Relocation may be necessary in the future. For personal, confidential interview call: Mr. King or Mrs. Humphrey.
836-1213
An Equal Opportunity Employer

JOURNEYMAN ELECTRICIAN Must have experience in old and new work. Residential and Commercial. 9-5 P.M. 569-5192

HOUSEWIVES
Earn as extra $5 to $6 per hour teaching Bobbs Dresses with Tyler Chgud Embroidery. Call Shirley 455-5154

DeVlieg Operators

Nights only, 55 hr. week. Mon. thru Thurs. 12 hrs. Fri. 7 hrs.
Top wages, profit sharing, vacations, paid insurance. Apply:

Galaxy Boring
41350 Joy Rd. Plym.

OFFICE MANAGER. Real Estate experience; for large building & property management company. 557-0770 (After 7 PM, 569-2758)

BUS BOYS, all shifts. Apply in person. Bob Evans Restaurant, 12881 Greenfield, near Schoolcraft.

MEN & WOMEN NEEDED

For LIGHT FACTORY WORK, including operating machinery. Must be at least 18 years old. Paid $2.30 per hour. Report to:

EMPLOYERS
Temporary Service
25333 Grand River

WAITRESS, afternoons, 18 and over. Waitresses, midnight shifts. Experienced only. $95 a week plus tips. Apply in person, Palace Restaurant, 12881 Greenfield, near Schoolcraft.

COOKS, all shifts, 18 and over, short order experience. Apply in person. Palace Restaurant, 12881 Greenfield, near Schoolcraft.

DIETARY AIDE
LAUNDRY AIDE

FULL OR PART-TIME
ALL SHIFTS
Apply in person between 9 & 4 P.M.

FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

DINO'S PIZZA
Delivery help wanted. Must have car. $2 per hour, Plus 25c per delivery. 7 Mile-Inkster area. 531-6230

MALE and female applicants needed for positions open. 129 W. Maple. 644-4254
BIRMINGHAM EMPLOYMENT BUREAU

502 Help Wanted Dental-Medical

DENTAL ASSISTANT - Full-time, experienced. Mature person preferred. Capable of handling desk and chair. After 2:30. Farmington Hills. 851-6020

DENTAL HYGIENIST. Just W. of Pontiac. Established practice. 3 days a week, must be good with children. 673-6315

MEDICAL Assistant, experienced for Orthopedic office in Southfield. Must know all types of insurance and be able to type. Knowledge of xray helpful. Mon. thru Fri. No evenings. 569-3369

MEDICAL ASSISTANT
BIRMINGHAM PHSYICIAN needs sharp and eager MA. Must know VP, injections and EKG. Excellent opportunity.
DR. PERSONNEL - AGENCY
Northland Medical Bldg.
569-5254

ORAL SURGERY ASSISTANT
SOUTHFIELD OFFICE
358-1976

MEDICAL RECEPTIONIST needed for physician's office, recent experience in peg board and all insurance forms necessary. Call 855-1359

HYGIENIST, EXPERIENCED well established practice, 10 Mile - Northwestern area. 3 or 3 days, including Sat. Days, 354-5344, Evenings 626-2681

MEDICAL SECRETARY $800
SUBURBAN PHYSICIAN needs experienced secretary with good medical terminology. Type 55 w.p.m. with dictaphone. Benefits.
DR. PERSONNEL - AGENCY
Northland Medical Bldg.
569-5254

ANIMAL HOSPITAL Assistant, Animal care & nursing duties. Part-time. Apply between 1PM-4PM. Or Sat. 9AM-12PM. 11300 W. 12 Mile, Southfield.

DENTAL ASSISTANT
Chairside, 3 days. Experienced only. Schoolcraft-Telegraph area. 534-6400

504 Help Wanted Office-Clerical

SECRETARY

Our rapidly expanding office has an unusually attractive opportunity for a personable, well organized individual, who can effectively cope with a multitude of assignments and with a minimum of supervision. Ideally, you will have 3 years secretarial experience, excellent typing skills, be detail oriented, and have good organizational capabilities.

Attractive compensation package and excellent benefits. Please send resume or phone

FOUR-PHASE SYSTEMS INC.
17117 W. 9 Mile, Suite 1505
Southfield, MI 48075
557-8844

Equal Employment Opportunity is our Pledge & Practice

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST, experienced only. Mature person. Busy office in Northland area. 557-1188

RECEPTIONIST-BUSINESS MANAGER position open with multi-staff Farmington Hills location. Middle-aged with experience preferred. Contact 476-5345

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

DENTAL ASSISTANT
Livonia Area. Experienced. Pleasant working atmosphere. Salary & benefits. Call 532-4012

NURSES' AIDES part-time, full-time. Apply in person at Lahser Hills Nursing Center, 25300 Lahser Rd., Southfield. 354-2321

RN-LPN

Afternoon and midnight shifts. Good starting salaries. Modern facilities. See Mrs. Ferguson.

Nightingale West
8365 Newburgh Rd.
Westland Nr. Joy Rd.

MEDICAL RECEPTIONIST
Full-time. Some experience preferred. Send short resume with expected salary to: Box 564, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE ATTENDANTS. Full-time. Fringe benefits. Bedford Villa Nursing Home, Southfield. 357-3353

R.N. Part-time afternoons. Fringe benefits. Bedford Villa Nursing Home, Southfield. 357-3353

NURSES' AIDES

Full-time preferred. Will train. For interview, see Mrs. Mayville:

Nightingale West
8365 Newburgh Rd.
Westland, Nr. Joy Rd.

VENA PUNCTURIST
EXPERIENCED - to work part-time at Williamsburg Convalescent Home - Middlebelt - Grand River. Good pay. Please apply at office: 21017 Middlebelt, Farmington Hills. Please DO NOT PHONE. Apply from 10 AM to 11 AM.

EXPERIENCED DENTAL office secretary wanted, references required. Call Northville. 348-7560

BIRMINGHAM DENTAL OFFICE is seeking experienced Hygienist. Must be neat, reliable and personable, able to accept responsibilities. Preventative Dentistry. Send resumes to: Box 629, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RNs
MIDNIGHTS

A full-time position is supervision available. Other positions for Staff Nurses, full or part-time. The work is challenging and we need Nurses that are vivacious, conscientious and eager to help our established health care team. Call Judy Gilbert, R.N., at 728-6100.

MEDICAL ASSISTANT
Experienced in X-ray, ekg, vena puncture, injections. Fringe benefits, top salary for qualified person, full time. Eastside area.
368-9422, 364-7320

NURSES AIDES- full or part time, midnight shift, will train. Oak Hill Nursing Home, 34255 Grand River, Farmington.

WEST DEARBORN area, experienced Dental Assistant wanted, full-time for Orthodontic office. Good pay, opportunity for advancement and fringe benefits. Call between 8:30 AM - 5 PM, 341-1060

NURSE AIDES

All Shifts. Full-time, experienced preferred but not necessary. Apply in person.

WILLIAMSBURG
Convalescent Center
31017 Middlebelt, Farm.
Between Grd. River & 8 Mile

AN EXCELLENT opportunity for a Managerial position with many benefits, security and advancement. Must have Secretarial skills and be able to code and process Medicare, Medicaid and Blue Cross. Salary open. Exel site. 294-7350 or 364-5025

MEDICAL SECRETARY for Internist office, medical transcription required. 5 day week including Sat. Southfield Area. 569-1770

DENTAL ASSISTANT, full-time, chairside. Experienced. 7 Mile - Inkster area. Call before 5 PM 477-5551

NURSE AIDES

We are looking for mature and reliable women to work in our nursing home. Come in and fill out an application between 9 AM and 4 PM.

WHITEHALL
Convalescent Home
43455 W. 10 Mile, Novi

X-RAY TECHNICIAN
Part-time, mornings. New X-Ray clinic.
937-8155

RECEPTIONIST, part-time: mature, personable, attractive person for Professional office. Direct sales experience required. Positions available in Livonia. Call 522-1100

DENTAL TECHNICIAN-experienced Waxer and Finisher needed for Southfield area. Phone 357-1820

RN'S

with psychiatric experience. All shifts, full or part-time. Apply in person.

Ardmore Acres
Hospital
19810 Farmington Livonia
474-3500

RN'S, part-time, day shift and afternoons for skilled nursing facility. Salary commensurate with ability, good working conditions, apply Hendry Convalescent Center, 166 Haggerty, Plymouth.

504 Help Wanted Office-Clerical

RECEPTIONIST for Optometrist. Northwest resident. Knowledge of bookkeeping and good clerical ability. Pleasant personality with people essential. Call Friday. 533-4216

SECRETARY - ASSUME responsibilities for correspondence in Southfield office, good typing and shorthand required. Excellent wages. 557-0220

GAL FRIDAY needed for busy Novi office. Excellent typist, no shorthand required. Send confidential resume to Box 592, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPIST
Good typing ability. Workers Comp experience helpful. Set not necessary. Great American Insurance Co.! 642-6580

TYPIST-GEN. OFFICE WORK 40 w.p.m. minimum. Hours 9-5. SOUTHFIELD LOCATION 352-8080

ACCOUNTS PAYABLE Clerk- To eventually assume managing clerk job. Good Salary & Fringes. Medicare Heights area. Send resume to Box 573, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

DENTAL OFFICE Receptionist - Business Office Coordinator. Full-time position Mon. - Fri., 8:30 AM-5:30 PM. Responsibilities include: Reception of patients, telephone and appointment book control, patients' accounts and billing, completion of insurance forms, business office inventory control, filing and patient recall system. Pleasant working atmosphere in modern Plymouth area Endodontic office. Dental or general office experience necessary. Salary commensurate with abilities and experience. Please submit detailed resume to Box 637, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SURGICAL NURSE wanted for busy specialty veterinary hospital. Will train. 34420 Grand River, 3 blocks west of Telegraph.

RN & LPN

We offer a unique work experience with the mentally retarded. Plymouth Center For Human Development.

1. Civil Service Status.
2. 35 hour week.
3. Opportunity for advancement.
4. Vacation, 3 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

FULL or part-time, Pediatric Nurse, in Livonia. For details call 542-7944

RECEPTIONIST - SECRETARY Full or part-time. Experienced in typing, bookkeeping & some medical assisting, for small allergy office in Southfield. Send resume to: Box 642, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDES

FULL-TIME - MIDNIGHTS
Apply in Person

Marycrest Manor
15475 Middlebelt, Livonia
427-9175

DENTAL HYGIENIST, 2 days week, Livonia area 261-6732

PART-TIME Medical Assistant for office work. Experienced in vena puncture and insurance work preferred. Call 453-7070

DENTAL OFFICE SECRETARY. Mature woman over 25 years, to handle business office. Must be personable and able to exercise good judgement in dealing with people. Typing, knowledge of dental terminology helpful. Top salary and benefits commensurate with experience. North Farmington area. Submit qualifications with sample of typing and performance to: Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

AVONDALE Convalescent Home has full-time & part-time need for RN or LPN on 11 PM-7:30 AM shift. Also openings for experienced nurse aides on all shifts. Call for details. 531-4422

DENTAL ASSISTANT, experienced. All fringe benefits Pension plan, profit sharing, Blue Cross, life insurance. Southfield area. Reply: Box 586, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT

CHAIRSIDE POSITION Available. Certified or 1½ years experience required. Westland area. Salary negotiable.

722-5130

HOSPITAL STAFFING WEEKENDS

RN'S	$9.50 Hr.
LPN'S	$5.40 Hr.

MON. THRU FRI.

RN'S	$8.45 Hr.
LPN'S	$4.60 Hr.

Ask About Our Bonus Plan
HEALTH CARE I
(RN owned & Operated)
569-2585

CRNA

Variety of operative procedures
Liberal fringe benefits
$17,582 to $29,483
Write:
Director of Anesthesiology
Pontiac General Hospital
461 W. Huron
Pontiac, 48053
Or Call:
857-3208

LPN OR RN
FULL OR PART-TIME
AFTERNOON SHIFT

BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI 477-2000

LIVE-INS
Home care aides to provide essential homemaking services. $150 per week plus room and board. Apply in person.
HEALTH CARE I
Suite 63A, 17000 W. 8 Mi. Sfld.

HOME CARE AIDES
HOME MANAGERS
To provide essential homemaking services
APPLY IN PERSON
HEALTH CARE I
Suite 63A, 17000 W. 8 Mi. Sfld.

NURSE AIDES
FULL OR PART TIME
ALL SHIFTS
Apply in person between 9 & 4 P.M.

FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

NURSES AIDES all shifts, full or part-time. Apply Hendry Convalescent Center, 166 Haggerty Rd. Plymouth.

RN OR LPN- midnight shift for skilled nursing home. Apply HENDRY CONVALESCENT CENTER, 166 Haggerty Rd., Plymouth.

504 Help Wanted Office-Clerical

Lite Typing
Westland
$650/Mo.

Great suburban spot even with only light typing, casual friendly office needs detail minded high school grad to help with simple bookkeeping procedures. Some previous figure experience preferred. Very nice boss. PERMANENT STAFF. Fee paid.

388-8900

DICTAPHONE OPERATOR
Mature gal to handle all dictaphone transcribing and filing maintenance. Must excell typing skills and spelling, shorthand helpful. Permanent position with fringe benefits in fast moving detail oriented manufacturer's representative's office. Salary commensurate with ability. Call Mr. Pawlowich between 1 - 4 PM at:

355-3400

GENERAL OFFICE Clerk, good math. Excellent benefits and salary. Send resume to Box 670, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

ACCOUNTING CLERK
For Hotel & Airline Billing. Duty office, food salary & travel benefits.
ELKIN TOURS
358-5700

SECRETARY-EXPERIENCED
For 3 girl manufacturer's office. Good shorthand & typing required. 12 Mile-Greenfield area. Arden Corp.,

Love Money?
Troy
$850/Mo.

Famous worldwide firm wants to hire administrative assistant - type secretary for one of their vice presidents. Poise, professionalism and good secretarial skills are most important assets. Benefits will delight you. PERMANENT STAFF. Personnel.

388-8900

SHOP OFFICE
Must type 40 words per typing, good with figures. Located in Wayne. For appointment, call 728-5400

LEGAL SECRETARY. 1 year experience, general office skills. Salary negotiable. Troy firm. 524-9400

EXEC. SECRETARY, Headquarters in Southfield. Modern facilities. Intelligent, attractive personality. $10,000 to start. Send resume to: Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY

Excellent opportunity for mature individual with good typing and shorthand skills. Some knowledge of shipping and receiving procedures helpful but not necessary. Excellent salary and fringe benefit package. Applications accepted, 8:30 AM to 4:30 PM, Mon. thru Fri. Selastomer Detroit, Inc. Pfizer Research Drive, Farmington. (Located in Farmington Industrial Park, 10 Mile, Grand River).

BOOKKEEPER, experience in accounts payable and receivable for busy wallpaper store. Benefits. Carol. 477-1991

FULL CHARGE Bookkeeper for busy retail store. Book thru trial balance. Excellent pay plus benefits. Colleen 477-5284

JUNIOR EXEC SECRETARY, to work for top management of a Data Processing firm in Southfield. Good shorthand and typing required. Call Joanne. 358-3353

BOOKKEEPER full charge, small manufacturing company in Plymouth needs experienced bookkeeper with full knowledge of accounting procedures. Some college accounting helpful. Call Linda. 459-9500

SECRETARY

Mature woman preferred. Good speaking voice and phone manners. Must be good typist, for Real Estate office in Livonia.

Century 21
HARTFORD S. 261-4200

SECRETARY - typist for small Southfield law office, prior law office and/or memory typewriter experience desirable. 559-8350

CLERICAL
Good typist with some bookkeeping ability. Call 425-5300

EXPERIENCED BOOKKEEPER Needed for Interior Design Studio, Birmingham, Mich. References. 642-5656

SUBURBAN OPPORTUNITIES
EXECUTIVE SECRETARY, to $500, Fee Paid. Excellent skills required plus legal experience involving mortgage foreclosures. Farmington area.
CLAIMS PROCESSER, to $900, Fee Paid. Group health experience required. Southfield.
INSURANCE SECRETARY, $330 plus. Fee Paid. Recent agency experience in personal and or commercial lines required. Southfield.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

RENTAL HOSTESS, neat appearance, outgoing personality. Full and part-time needed. Salary & commission. Woodcrest Villa Clubhouse. 281-8010

SAMOYEDS SPECIAL, 3 beautiful purebreds in need of homes. 1 male, 1 female, 1 neutered male. BIRMINGHAM HUMANE SOC. 852-7321, 334-2181, 647-3718.

SECRETARY - For 3 girl Southfield Manufacturers' Representatives office. Typing 55-60 WPM. pleasant phone voice. Salary negotiable. Call:

Airport Office
$750/Mo.

Really busy division of worldwide firm wants to hire energetic general office person. Duties include some filing, posting, light bookkeeping, and also some correspondence. Excellent benefit package. PERMANENT STAFF. Personnel.

388-8900

TYPIST FOR BILLING Dept. Must be Fast & Accurate at Types ofUres. Contractor Steel Co. 35565 Ardrieth, Livonia, Mich.

Auto Dealer Cashier
Experience preferred. Apply in person. Ask for Mrs. Jewell. Hines Park Lincoln-Mercury, 740601 Ann Arbor Rd., Plymouth.
453-2424

504 Help Wanted Office-Clerical

TYPIST
60 w.p.m. minimum. Small office. Call Mr. Jarvis: 352-3900

EXPERIENCED LEGAL SECRETARY wanted by Southfield Law Firm. Salary commensurate with ability. 647-3480

CLERK to assist in shipping and purchasing. Bookkeeping experience helpful. Apply: 6711 Haggerty Rd., Belleville.

LEGAL SECRETARY; pleading experience, good typing, light shorthand. Detroiter, Southfield office. Good pay, benefits. Call Mr. Hormann. 424-6000

BIRMINGHAM LAW OFFICE NEEDS - Legal Secretary with strong shorthand & typing, prior experience preferred but not essential. Pleasant working conditions. Please send resume to: P. O. Box P-14060, Birmingham, Mich. 48012. Reply is confidential.

GAL FRIDAY - Southfield firm needs your excellent typing and shorthand for very demanding job as Real Estate. Salary to $850. Fee paid.

LEGAL SECRETARY - For Bloomfield Hills. Excellent typing and shorthand. 3 years legal experience. Salary to $800 plus benefits. Fee paid.

MAG CARD OPERATOR - Southfield law firm needs your mag card experience and 60 wpm. typing. Salary to $900, plus benefits. Fee paid.

KEYPUNCH - Needs 12,000 strokes for Bloomfield Hills firm. Salary to $850 plus benefits. Fee paid.

PREFERENCE PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TIL 3
ALL JOBS
FEE PAID

LEGAL SECRETARY for Northville office. 2 years recent legal experience required. Must be pleasant with excellent typing skills. Must have knowledge of proper legal forms, court procedure, and related matters. Otherwise need not apply. Salary commensurate with ability. 348-3993

ONE GIRL OFFICE needs woman for credit & collection work, typing, inventory, records, phone reception. Must be accurate, good with figures, experienced. $AM-4PM. 474-8722

BOOKKEEPER. Strong background and experience for suburban auto dealership. To $175 for qualified person. Lois Ray Personnel 559-0560

ORDER PROCESSING CLERK
Top notch firm pays the fee for your phone talents, typing, and figure flair! Lots of customer contact, plus top benefits! $620 UP.
559-0400
Snelling & Snelling
PERSONNEL

GIRL WANTED for busy office, lots of overtime. Blue Cross and benefits. Mitchell Advertising. 28063 W. 8 Mile. 535-1550

BIRMINGHAM AD AGENCY

Girl Friday who is self starter with lots of initiative. Good Typist, knowledge of bookkeeping and/or advertising desirable. Call 644-8410

Statistical Typist
TELEX Operator
Receptionist-Typist
SOUTHFIELD
Temporary-Long Term
Plush CPA firm needs temp all around assistance for different department heads. Immediately! Call Ruby Stoner for more information and a personal interview.
356-7337
VICTOR TEMPORARIES
Ask About Our Bonus Program!

SWITCHBOARD CASHIER
Strong experience and good math aptitude. $600. Lois Ray Personnel. 559-0560

LEGAL SECRETARY
Interesting, creative, mag card experience preferred. Small firm, West Bloomfield. 851-8000

NEED a person to do office work 1 day a week. Prefer mature woman, must have excellent references. Will train. Rochester area. Eves. 752-7294, 642-0225

Farmington Typist
$650 Fee Paid

Never a dull moment here! Good typing required for these W. 9 Mile offices but there is also much public contact and phone work. Super; super fringes here, too. PERMANENT STAFF. Personnel.

388-8900

IMMEDIATE OPENINGS
Bookkeepers thrir balance, who can type 40-50 wpm. Also General Office duties. All benefits, new building in Troy. Good Salary. Nice people. 641-6310

TELEPHONE COLLECTOR
Immediate opening, experienced. Southfield Area.
352-8080

NATIONAL TITLE Co. has immediate opening for experienced escrow type person. Title or underground construction industry. (1) Type with speed & accuracy. (2) Take dictation. (4) Are mature, reliable, industrious & have a sense of humor to offset your exacting tendencies. Then - WE WANT YOU. Submit resume to: Box 6 632 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

All replies confidential.
An Equal Opportunity Employer

Teller Trainee
$500/Mo.

N. SUBURBAN BRANCH- of financial institution will train bright outgoing person who likes to work with people. Good math aptitude necessary, but friendly personality most important. PERMANENT STAFF. Personnel.

388-8900

WANTED: A bright, responsible girl for General Office work in Oak Park. Typing a necessity. This person should like to work with the public as she will be trained to design custom framing. 398-6181

EXECUTIVE SECRETARY with some bookkeeping for law office in Northville - Novi area. Send resume to PO Box 400, Northville, Mich. 48167.

ONE LADY office for typing and shorthand. Beautiful air conditioned and heated office in 20 office building. Five days, 35 hours, self-organizer, salary $8000 or $9000, plus bonus. Prefer 35 to 50 years experience. Please type your resume and expected salary. Box 824, 32500 W. 11 Mile Rd., Southfield, Mich. 48037.

PERSONNEL CLERK
Assist the Personnel Manager with record keeping, telephone, appointments. Must be neat, personable, outgoing, and discreet. Downtown Detroit location. 5 days including Saturday. Full company benefits. Call M. Conant for appointment. 962-3299

504 Help Wanted Office-Clerical

AUDITING
Mature young woman needed by progressive Southfield Firm. Good math aptitude and general office skills. Self-starter with abilities to work on your own. Typing 50 WPM. Excellent working conditions and fringe benefits. 9 Mile, Evergreen area. Call 353-3399

PERSON NEEDED for general office work; typing preferred, experience not required. Livonia office. Phone after 5PM. 422-3350

Experienced Typist
For small hospital, general office experience helpful.
Apply in person
ARDMORE ACRES
HOSPITAL
19810 Farmington Rd.
Livonia

SOUTHFIELD Insurance Office has female, full time typist, career-minded person. Fringe benefits. Call for an on phone, interviewing needed. 642-7321

GIRL FRIDAY
Good at detail, hours 8AM-4PM. Monday thru Friday. Will train. Alan Lori Carpets, Livonia. 477-6500

FULL-TIME position (as Head Bookkeeper) open in a modern, progressive health care facility. Experience in billing, Medicare and Medicaid essential. Salary commensurate with experience. Ample parking, easy access I-94 Service Drive. Apply at Van Buren Convalescent Center, Belleville. 8AM-4PM. Mon. thru Fri. 44621 Wilcox Run X-way, Belleville.

RECEPTIONIST - For nice company in new Troy offices. Excellent typing required, plus some phone experience. Salary $650 to $700, benefits. Fee Paid.

ADMINISTRATIVE SECRETARY - For Southfield manufacturing company. Excellent position for person who is well organized and enjoys responsibility. Salary $700 to $800, with nice benefits including stock options. Fee Paid.

ASSISTANT BOOKKEEPER - General office spot for intelligent person looking for challenge and opportunity. Must have excellent typing for this Troy manufacturer. Salary $650 to $700. Benefits & fee paid.

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

RECEPTIONIST for Birmingham Pediatrician's office. Full-time. Bookkeeping, phone, typing and insurance. Appropriate salary. Call between 10 and 11:30 AM. 645-1741

TRANSPORTATION COMPANY in Livonia, needs a responsible person with typing and telephone and payroll preparation experience, minimum one year. Full company benefits, include paid health insurance, pension and vacation, call Mr. Eisner. 427-5810

SECRETARY - STENOGRAPHER For sales rep firm located in Bloomfield Hills, good secretarial skills a must. 35 hour work week plus benefits. Call between 9AM and 4 PM. 647-2245

MATURE SECRETARY-TYPIST with telephone experience to help manage 3 girl engineering office. Technical background helpful. Minimum 3 Years experience. Troy area. Call Mrs. Banicki. 588-6200

ADMINISTRATIVE ASSISTANT

Career oriented, excellent typing, ability to keep financial records, good language skills. Dearborn Company. $300. Fee paid.
LOIS RAY PERSONNEL
559-0560

LEGAL EXPERIENCE and shorthand skills preferred, but not required. Compensation commensurate with ability and experience. Farmington law firm. 478-8285

INSURANCE AGENCY
Opening for shorthand person to take full charge of claims. Knowledge of O. D. and Auto coverages essential. Salary open. Farmington Hills. 477-0900

ACCOUNTING CLERK-Typist, sales promotion company has position available in accounting Department. Requires some accounting experience or bookkeeping training. Typing ability needed. Plymouth Rd.-Greenfield area. Please call for appointment. 273-8900
An Equal Opportunity Employer

KEYPUNCH OPERATORS. (2). Permanent part-time to work flexible hours in small Southfield office with friendly atmosphere. 569-3177

GENERAL OFFICE

Southfield firm, good typing and bookkeeping experience. $650 fee paid.
LOIS RAY PERSONNEL
559-0560

CLERK - Typist for Southfield law firm. Some office experience required. Salary commensurate with experience. 352-2100

IF YOU:
(1) Are presently employed, or (2) Experience in the underground construction industry; (3) Type with speed & accuracy; (3) Take dictation; (4) Are mature, reliable, industrious & have a sense of humor to offset your exacting tendencies; Then - WE WANT YOU. Submit resume to: Box 6 632 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

All replies confidential.
An Equal Opportunity Employer

Teller Trainee
$500/Mo.

N. SUBURBAN BRANCH- of financial institution will train bright outgoing person who likes to work with people. Good math aptitude necessary, but friendly personality most important. PERMANENT STAFF. Personnel.

388-8900

WANTED: A bright, responsible girl for General Office work in Oak Park. Typing a necessity. This person should like to work with the public as she will be trained to design custom framing. 398-6181

EXECUTIVE SECRETARY with some bookkeeping for law office in Northville - Novi area. Send resume to PO Box 400, Northville, Mich. 48167.

ONE LADY office for typing and shorthand. Beautiful air conditioned and heated office in 20 office building. Five days, 35 hours, self-organizer, salary $8000 or $9000, plus bonus. Prefer 35 to 50 years experience. Please type your resume and expected salary. Box 824, 32500 W. 11 Mile Rd., Southfield, Mich. 48037.

PERSONNEL CLERK
Assist the Personnel Manager with record keeping, telephone, appointments. Must be neat, personable, outgoing, and discreet. Downtown Detroit location. 5 days including Saturday. Full company benefits. Call M. Conant for appointment. 962-3299

504 Help Wanted Office-Clerical

FREE
FROM
KELLY GIRL

A chance to greatly improve your typing skills, with a new exciting method of intensive study. Become a KELLY GIRL employee and spend just a day in our office on a special, individualized program. Join the exciting world of temporary work. Call us for details 424-9100.

KELLY GIRL
A DIVISION OF
KELLY SERVICES
Not an agency-never a fee
Equal Opportunity Employer M/F

BOOKKEEPING MACHINE operator wanted. Experience helpful, but not necessary. Must apply in person. Many benefits. United Paint & Chemical Corp., 24471 Telegraph Rd., Southfield, near 10 Mile.

TYPIST - RECEPTIONIST. Modern professional firm in Southfield looking for an ambitious girl. IBM equipment and general office duties. Must type at least 60 wpm, excellent fringe benefits. Call Vicki to arrange interview. 354-5311

GENERAL OFFICE-Type 45 WPM, full-time. Also accepting applications for part-time, 3 PM thru 9 PM phone work. Livonia location, own transportation. Call Mrs. Kales: 425-6778

EXECUTIVE SEC'Y

World wide conglomerate needs top notch sec'y with strong skills, specific location, offices and opportunity. $175 - $225. Call today, 962-2900.

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

CLERK - TYPIST, 45 WPM or better, full-time opening, and one part-time opening, 5 PM thru 9 PM opening. Heavy phone work in department of weekly publication Livonia area, own transportation. Call Mrs. Thomas.

SUPERVISOR TRAINEE - Will train goal oriented person with leadership ability for position as supervisor of buy ad department of weekly publication. Require some general secretarial work experience. Prefer college or business school background. Livonia location. Own transportation. Call 261-6333

RECEPTIONIST-TYPIST. Part-time, late afternoons & evenings plus possibly Sat. mornings. Position likely to expand to full-time. Send resume to Clinical Resources, Inc., 25240 Southfield Rd. Suite 130, Southfield, Mich. 48076

INSURANCE AGENCY
Experienced auto, commercial or personal lines. Southfield area. 275-6078

OFFICE MANAGEMENT - 50% OWNER. Of an existing Medical related personnel employment agency in the area. Salary, $12,000 yearly, investment, $12,000. Office experience, bookkeeping or secretarial skills necessary. License desirable but not essential. 628-0796

SECRETARY

Southfield corporate office is seeking a secretary with good shorthand and typing skills and a minimum of 2 years experience. Secretarial typing experience helpful. Company offers excellent benefit package. Salary commensurate with experience. Interested applicants may call 355-1100, ext. 223.
An Equal Opportunity Employer

GIRL FRIDAY - for concrete company. Send resume to: P.O. Box 5666, Livonia 48151.

CLERK-TYPIST, 60 WPM, salary commensurate with experience. 7 Mile-Telegraph area. Call 537-7250

DEARBORN

Self starter with initiative and good skills to work in beautiful new offices. $150 - $175. Good organizer needed to coordinate boss's schedule. Call 562-8900
HARRIET SORGE PERSONNEL

IMMEDIATE opening for experienced clerical typist. Job responsibilities primarily typing and some filing, answering phone. 281-5472

BOOKKEEPER
Aggressive, energetic bookkeeper for Southfield corporation. Must have experience in the following: Payroll preparation, payroll taxes, computers, journal entry & trial balance. Good salary. For interview call: 352-7000

Sales Secretary

We are looking for a mature person with previous office experience for an established firm in Farmington. Good typing and shorthand skills required. Call for an appointment.

477-5700
An Equal Opportunity Employer

MAG CARD Operator. Farmington Hills area. Good benefits. Call Lynne Widrig. 851-8000

SECRETARY for 2 girl manufacturer's representative's office. Must have 3 years of secretarial experience including shorthand. Must have aptitude to handle detailed terms. Order and quotation experience helpful. References necessary. 37½ hours. 12 Mile near Northwestern. 355-1815

KEYPUNCH-KEY TAPE OPRS. LIVONIA, Schoolcraft - Middlebelt area. Minimum 6 months experience, full-time days. Call between 10 AM-12 Noon for appointment. 532-7730

MATURE WOMAN for light Bookkeeping and typing. Part-time - hours flexible. Good hourly rate for right person. Southfield location. Reply to: Box 644, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY needed, Farmington Hills area, good benefits. Call Lynne Widrig. 851-8000

TEMPORARY OR PERMANENT WE NEED IMMEDIATELY
Legal Secretaries - Typists - Commercial & Personal Lines girls - Bookkeepers
E. M. SPEARS & ASSOC.
1944 Buhl Bldg. Det. MI 48226
963-0810

LEGAL secretary, Southfield - 12 Mile area. Day or afternoon shift. Good typing & shorthand skills required. Legal experience preferred. Call Jan. 557-5300

KEY PUNCH OPERATOR - 6 months experience, second shift only, excellent fringe benefits, Southfield area. 358-3663, Ext.134

504 Help Wanted Office-Clerical

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TYPISTS

Two years experience, growing company will train qualified typist on our keydisc equipment. Apply immediately for an interesting new career. Afternoon and midnight shifts. Excellent benefits and incentive pay.
Southfield 569-2220
Utica 254-1910

EXPERIENCED INSURANCE SECRETARY for large Casualty Agency. Moving to Farmington Hills, March 1. Excellent Benefits. 37½ hours. Salary substantial & negotiable. Send resume to: Box 632, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TY - DATA, MIST or mag card operator for Southfield law firm of vetteran staff. Hours & days flexible. Full-time or part-time. Experienced only. Legal background helpful but not required. Call Jan. 557-5300

SECRETARY
Experienced in property management, good typing and some shorthand skills. Excellent salary and benefits. 557-6622

Keypunch/Keydisc

Experienced only. Immediate openings for all shifts. Fully paid fringe benefits and incentive pay.
Southfield 569-2220
Utica 254-1910

RECEPTIONIST for busy Allergist's office. Must have experience in peg-board. Farmington Hills area. 851-6635

BOOKKEEPER through General Ledger and preparation of financial statement. U of D area. KING REALTY. 342-6000

504 Help Wanted Office-Clerical

TYPISTS
STENOS
SECRETARIES
KEYPUNCH OPRS.
Apply 9 am-3 pm Mon. thru Fri.
28049 5 Mile at Beech Daly
28284 Ryan Rd. at 12 Mile

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

EXPERIENCED Legal secretary with good skills, shorthand required. Excellent starting salary, convenient location, Telegraph Rd. at X-way, Southfield 559-9100

506 Help Wanted Sales

AGGRESSIVE INDIVIDUAL to call on medical, dental offices, to solicit accounts receivable collection. Must have car. Call Mr. Danser for appointment at 569-6650

ABOVE Average women or men with real estate license, interested in $600 to $1100 weekly. Forming new division with NYGE. 20 year old prestigious, largest, builder, developer in Florida. Work for our local offices, free training, salary, excellent fringe benefits to those qualified. For confidential interview appointment call Hugh Lazwell, zone manager, Mon. thru Fri. 476-1200

REAL ESTATE Salespeople for new office in Livonia. Top