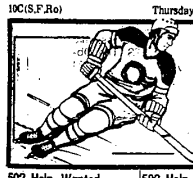

WIN 2 HOCKEY TICKETS

TO WIN: Send your name and address, on a postcard, to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

502 Help Wanted Dental-Medical

MATURE Medical Receptionist, experienced with peripheral and Insurance forms. Family practice, Lathrup Village. Call after 4 P M 557-5907

WEST DEARBORN area, experienced Dental Assistant wanted, full-time, for Orthodontic office. Good pay, opportunity for advancement and fringe benefits. Call between 8 30 A M - 5 P M 937-1060

DENTAL ASSISTANT - Experienced, full-time. Dearborn Heights - Redford area 274-3399

RN-LPN

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

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

RNs - days, full or part-time, Afternoons, part-time, for skilled nursing facility. Salary commensurate with ability. Good working conditions Heritage Convalescent Center 195 Haggerty Rd Plymouth

NURSE, part-time for Saturday ear piercing. $4-50 per hour, insurance paid. Call weekdays 532-5600

NURSES AIDES- all shifts, full or part-time Apply Hendry Convalescent Center 165 Haggerty Rd Plymouth

NURSE AIDES

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

WILLIAMSBURG
Convalescent Center
21801 Middlebelt, Farm
Between Grd River & 8 Mile

PART-TIME help needed in Pontiac medical office. Must have experience with insurance billing Call between 9 and 5 334-4535

RNS, full-time afternoon shift Also part-time weekends Preferably with background in Gerontology A nice situation with better than average pay 421-4500

Med Tech ASCP or ASCP Eligible, or holding a BS in Chemistry or Biology needed to work in Medical Lab Call 537-1700

Psychiatric Attendants

All Shifts Apply in person

Ardmore Acres
Hospital
19810 Farmington, Livonia

RN for internists office in Birmingham, 4½ day week no Saturdays. Fringe benefits Send resume to box 692 Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia, Michigan 48150

LIVE-INS
Home Care Aides to provide essential homemaking services $150 per week plus room and board Apply in person to

HEALTH CARE 1
Suite 45A, 17000 W 8 Mi Sfld

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Required immediately for busy preventative oriented dental practice $65 - $75 per day depending on experience and other factors Benefits for full-time individuals Call Mr Kramer (Pontiac area) 335-8184

INSURANCE GIRL for busy dental office Must have insurance experience Please call between 9AM-3PM Garden City. 427-2856

EXPERIENCED dental office manager, at least 22 years old, Dearborn Hts. 562-7348

DENTAL ASSISTANT Troy, full-time, experienced in four handed procedures 689-0201

DENTAL RECEPTIONIST, experienced only. Mature person. Busy office in Northland area 967-3165

NURSES AIDES
ORDERLIES

All Shifts. Experienced preferred, but will train. Apply at:

Darvin Nursing & Convalescent Center
29270 Morlock, Livonia
476-0550

MEDICAL ASSISTANT-busy foot surgeon's office. Good typist, insurance forms. Telephone, general duties and assist Doctor and other employees Wed. or Thurs off Work full day Sat. No late evenings 40 to 42 hours weekly. Apply in person to fill out application Dr Kalin 29484 Five Mile, Livonia.

MULTI-Dentist office — Accounts Receivable Clerk familiar with insurance claims and patient collections Birmingham 647-2330

R.N. or Medical Assistant, experienced in Venapuncture, EKG, X-Ray of chest and extremities, for family practice. Lathrup Village. Call after 6 P.M. 557-5907

PART OR FULL-TIME. Assistant for Oral Surgery Office in Birmingham Some experience in taking X-rays helpful Between 10AM-6PM, call 647-7334

RNs, LPNs
DAYS & AFTERNOONS
Apply in person or
Medico's
Recovery Care Center
22355 W. 8 Mile, 3 blks W. of Lahser.
255-6450

HOME CARE AIDES
HOME MANAGERS
To provide essential homemaking services

APPLY IN PERSON
HEALTH CARE 1
Suite 45A, 17000 W 8 Mi. Sfld.

502 Help Wanted Dental-Medical

AVONDALE Convalescent Home has full-time & part-time positions for RN or LPN on 11 PM-7:30 AM shift. Also openings for experienced nurse aides on all shifts Call for details. 651-4122

HOSPITAL STAFFING WEEKENDS

RNS $5.59 Hr
LPNS $4.49 Hr

MON. THRU FRI

RNS $5.63 Hr
LPNS $4.63 Hr

Ask About Our Bonus Plan
HEALTH CARE 1
(RN Owned & Operated)
569-2585

NURSE AIDES
FULL OR PART TIME
ALL SHIFTS
Apply in person between 9 & 4 Pm

FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RECEPTIONIST BUSINESS MGR position open with multi-staff Farmington Hills location Middle-aged with experience preferred Contact

O.T.R.

Full-time, some psychiatric background preferred Apply in person

ARDMORE ACRES
HOSPITAL
19810 Farmington, Livonia

BIRMINGHAM DENTAL OFFICE a working experienced Hygienist. Must be neat, reliable and personable, able to accept responsibilities Preventative Dentistry Send resumes to Box 623, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL TECHNICIAN experienced Waxer and Finisher needed for Southfield area Phone 357-1929

BIRMINGHAM - Experienced dental assistant Bright, well groomed and interested in long term employment in demanding position Respond to Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN or LPN
MIDNIGHTS
FULL-TIME
NURSES AIDES
FULL-TIME
ALL SHIFTS
Apply In Person
CAMELOT HALL
30100 Ann Arbor Tr
LIVONIA

FULL-TIME medical assistant wanted for permanent position in cardiologist's office must have experience in EKG, Venapuncture injections, etc Call Lynne 641-2613

PART TIME
REGISTERED
PHYSICAL THERAPIST.
PLYMOUTH COMM. SCHOOLS
PRE-SCHOOL PROGRAM
PLYMOUTH
459-3560

MEDICAL ASSISTANT, full or part-time position for mature, responsible person liking patient contact. Will train, bring resume, call for interview. Livonia area 425-0131

NURSES' AIDES
Immediate openings available for Nurses' Aides to provide health care in patients' homes Part-time available Select your own hours 1 year experience.

HOMEMAKERS UP/JOHN
BLOOMFIELD HILLS 642-2900
PLYMOUTH-DEARBORN 277-5063
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

RNS & LPNS. Full-time, afternoon shift. Apply ARNOLD HOME, 18520 Five Mile NE 1-4:00 Est 38

NURSE AIDES

Full-time Midnight shift, 11:30 PM to 8 AM Excellent pay, good working conditions. Suburban location

Presbyterian Village
to Redford Twp
531-7200

TWO RNS OR LPNS for part-time positions on midnight shift in a supervisory capacity over patient care in a progressive extended care facility. Ample parking, easy on and off 1-94 Expressway Apply between 9 AM-PM, Mon - Fri Van Buren Convalescent Center, 697-8051

MEDICAL RECEPTIONIST
Part-time Some experience preferred Send short resume with expected salary to Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia Michigan 48150

504 Help Wanted Office-Clerical

GENERAL OFFICE, bookkeeping required, light typing, Overseas shippers, 22160 Plymouth Rd., Livonia 427-4540

AVAILABLE NOW

Secys (good skills)	To $750
Ins. Secy	$750
Accts Payable Clk	$715
Keypunch I,O	$600
Typists	$549
General Office	$549

Top line companies in NW and NE suburban locations Excellent benefits Most positions fee paid An equal opportunity employer

ALLIS-JOHNSON PERSONNEL
Quakertown Plaza, 32969 Hamilton
Farmington Hills 478-3900

504 Help Wanted Office-Clerical

RECEPTIONIST Good office skills, pleasant surroundings 3 days a week 9 AM-3 PM Please call Miss Berry, Thursday & Monday, after 2 PM 569-3290

EXECUTIVE SECRETARY will some bookkeeping for law office in Northville/Novi area Send resume to P O Box 400 Northville Mich 48167

GENERAL OFFICE RECEPTIONIST part-time 1PM - 5 PM, Monday thru Friday and Sunday, select your own days Apply in person, 23133 Orchard Lake Road, Suite 106 Farmington An Equal Opportunity Employer

RECEPTIONIST - SALES
Part-time Mature, personable, attractive person, for professional office Direct sales experience required 421-8710

LEGAL SECRETARY
Part-time to start with flexible hours full-time possible with Southfield law firm Excellent career opportunity for graduating student Call between 3 25 and 5 30 Mon thru Sat, for appointment 559-9220

MARCIA MORGAN INVITES YOU TO VISIT OUR SOUTHFIELD OFFICE, MEET MARK DAWSON AND REGISTER FOR TEMPORARY WORK 9 30 AM - 2 30 PM MANY INTERESTING ASSIGNMENTS ARE OPEN FOR ALL AROUND OFFICE WORK IN A LOT OF NICE COMPANIES PERFECT FOR THE WOMAN WHO WANTS TO WORK WHILE THE CHILDREN ARE IN SCHOOL CALL MARY FOR MORE INFORMATION AND A PERSONAL INTERVIEW

356-7337
VICTOR TEMPORARIES
MAIN OFFICE 963-9595

A PERMANENT POSITION is Accounting office of retail chain. Must be very good with figures & Mike — Telegraph area Mr Pearlman 532-0150

IF YOU
(1) Are presently employed, or have experience in the office, ground construction industry, (2) Type with speed & accuracy, (3) Take dictation, (4) Are mature, reliable, industrious & have a sense of humor to offset your moodiness tendencies, Then WE WANT YOU! Submit resume to Box # 632 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

All replies confidential
An Equal Opportunity Employer

ADVERTISING AGENCY

Receptionist - good typing, excellent opportunity to learn all facets of business $650

LOIS RAY PERSONNEL
559-0560

NATIONWIDE TAX Processing firm in Southfield needs full-time temporary help Approx 6 to 8 weeks Adding machine balancers, input-output review Tax clerical Keypunch operators (2 yrs. experience) Contact Phyllis between 9AM-5PM. 354-9370

504 Help Wanted Office-Clerical

SECY-RECEPTY-TELEPHONE Good typing skills essential. Shorthand not necessary. Southfield-Mile Road area. 557-5063

SALES SECRETARY, maintain Broadcast Representative Good skills needed, excellent benefits Southfield office Call John Logan 353-8020

PART-TIME CLERICAL type 50wpm. Office experience Good phone personality a must 348-6320

Secretary

Typing, 60 plus wpm Experience in Telex communications Shorthand not necessary 9 to 5 position Full benefits $650

LOIS RAY PERSONNEL
559-0560

NATIONAL CONSUMER Finance Company has opening for experienced clerk - typist 60 wpm minimum Excellent salary and company paid benefits 538-1003

Administrative Bookkeeper

Beautiful Southfield offices need your professionalism to handle all books for friendly and outgoing bosses Will hire today! $870 Hurry! Call Joe Lawrence

588-5400

Snelling & Snelling
PERSONNEL

EXPERIENCED KEYPUNCH operator 129, part-time days temporary position thru April 15th. a Mile-Greenfield area 968-0703

SOUTHFIELD COMPUTER COMPANY needs Receptionist with excellent typing Company has very good benefits Salary $650 to $700 Fee Paid

LEGAL SECRETARY - For small Birmingham firm No shorthand required Good legal experience helpful Salary $550 Nice hours and friendly atmosphere

SECRETARY - For Troy construction firm. No shorthand Bookkeeping knowledge needed for this responsible position Salary $550 to $600 with full fringe benefits and Fee Paid

RECEPTIONIST - For Troy advertising sales office Must have excellent typing skills and nice phone personality. Good insurance, benefits, salary $550 to $700 Fee Paid.

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

KEYPUNCH KEY TAPE OPRS. LIVONIA Schoolcraft - Middlebelt area Minimum 6 months experience, full-time days Call between 8 30 AM-12 Noon for appointment 522-7739

KEYPUNCH KEY TAPE OPRS. LIVONIA Schoolcraft - Middlebelt area Minimum 6 months experience, full & part-time afternoons & midnights, flexible starting times Call after 4:30 PM 522-7739

CONGENIAL PERSON needed to run office Public contact & record Keeping 11AM-4PM Mon through Fri 12 Mile - Evergreen area Excellent salary 851-4670

SUBURBAN
OPPORTUNITIES

CLAIMS PROCESSER, to $870. Fee Paid. Group health experience required Southfield

INSURANCE SECRETARY, $830 plus. Fee Paid Recent agency experience in personal and or commercial lines required Southfield

INSURANCE TECHNICIAN, to $830 Fee Paid Type 50 WPM Figure aptitude Detail work Southfield.

SECRETARY, to $850. Fee Paid Type 55 WPM, no S H. Figure aptitude Southfield

Call Mrs Evans 477-9840

SUBURBAN PERSONNEL

BOOKKEEPER with experience, limited typing, excellent working conditions Private indoor tennis, complex Call Mrs Bammel, 9 AM - 5 PM. 851-7310

FOOD SALESMAN Experienced, institutional background preferred. Well established Broker Looking for good man Call 351-4484

PERMANENT part-time to start immediately Birmingham area Call 8 AM to 4 PM 642-1882

SECRETARY for Stockbroker, must have 2 years experience, good salary, Benefits.

LEGAL SECRETARY. No shorthand needed 70 WPM typing, nice Birmingham location. $800. Fee Paid.

DATA PROCESSING PROGRAMMER, 2 years experience on Cobol IBM, set up programs for client companies. $13,000 to begin, more for added experience Fee Paid.

ACCURACY
PERSONNEL
Where You Receive
Special Attention
BIRMIHAM 642-3050
SOUTHFLD 358-2010

DESK CLERK needed, full-time Day tour, 7AM-3PM, 40 hrs week ly. Salary commensurate with experience. Excellent working conditions, fringes. Apply in person, Birmingham House Hotel, 165 S. Hunter Blvd., Birmingham.

SECRETARY - Must be an excellent typist and able to take dictation. Knowledge of real estate helpful but not essential. For more information contact Brenda Dasenport at our Southfield office, weekdays between 9-12 559-2000

GAL FRIDAY - Excellent typing and dictaphone skills needed for Troy firm. Perfect for bright individual who likes responsibility. Excellent salary and benefits. Fee paid

ACCOUNTING CLERK - Train on an IBM system 36, for this Southfield Engineering firm. Bookkeeping experience preferred, but will train right person. Salary to $600 plus benefits Fee paid.

LEGAL SECRETARY - Prestigious Bloomfield law firm needs your 1 to 3 years legal experience and top secretarial skills. Salary to $800 plus benefits. Fee paid.

PREFERENCE
PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TILL 5
ALL JOBS
FEE PAID

504 Help Wanted Office-Clerical

SECRETARY - BOOKKEEPER, part-time, 5 days a week, 9 AM - 1 PM Redford area Call 538-8600

SECRETARY - Experienced Typing 60, shorthand 80 $700 week Negotiate fee. Beryl Personnel, 4214 N. Woodward, Royal Oak 576-0270

SECRETARY for home office of electronics oriented firm. Pleasant Farmington office Call Jess, 477-7700

RECEPTIONIST, Pleasant Lathrup Village Real Estate firm needs attractive, ambitious, people oriented person, part-time to begin. Ask for Dorothy Boots Palmer Realtors. 559-1523

MARCIA MORGAN INVITES YOU TO VISIT OUR TROY OFFICE, MEET JOY WARRENER AND REGISTER FOR TEMPORARY WORK 9 30 AM - 2 30 PM MANY INTERESTING ASSIGNMENTS ARE OPEN FOR ALL AROUND OFFICE WORK IN A LOT OF NICE COMPANIES PERFECT FOR THE WOMAN WHO WANTS TO WORK WHILE THE CHILDREN ARE IN SCHOOL CALL JOY FOR MORE INFORMATION AND A PERSONAL INTERVIEW

689-2641
VICTOR TEMPORARIES
MAIN OFFICE 963-9595

INTELLIGENT WOMAN for Livonia law office Good typing skills required Dictaphone experience desirable Hours flexible, based on your availability Will consider working mother, 9 AM - 3 PM 421-0703

FIRST RATE SECRETARY - RECEPTIONIST, great personality Immediate area Call between 9 AM & 12 noon, Mr Feb 5th 626-4413

ADMINISTRATOR SECRETARY, part-time or full-time Typing, shorthand, bookkeeping, writing 84 - 95 hour plus Corporate jet home in Bloomfield Write to Box Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TYPISTS
STENOS
SECRETARIES
KEYPUNCH OPRS.

Apply 9 am-3 pm Mon thru Fri
26249 5 Mile at Beech Daly
29256 Ryan Rd at 12 Mile

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

INSURANCE - AGENCY desires secretary with multi-line experience Salary open and commensurate with skills and experience Group insurance, profit sharing and other fringe benefits Call Mr. Schaden or Mr Hoehow 535-3030

CASHIER-TYPIST
Permanent Full-time Position Available with leading Consumer Finance Company Previous experience not necessary But must be High School Graduate and type 40 wpm accurately For interview, call Mr Pagano 636-1210
An Equal Opportunity Employer

RECEPTIONIST-TYPIST
Busy West Bloomfield Office needs receptionist for answering phones and light typing Monday through Friday, 8:30 to 5 15 Please send resume to M E Smith, 6400 Farmington Rd., West Bloomfield, Mich 48133

GENERAL OFFICE - National firm in Southfield has 3 openings for Clerk Typists and File Clerk Permanent, good salary and benefits Minimum experience One year qualified Call 353-0300

SMALL, PLEASANT OFFICE in new, modern building has opening for experienced "All Around" woman with accurate typing skills and with Dictaphone and Shorthand experience The applicant must have a minimum of 3 to 5 years General Office experience, those with less need not apply Permanent position with excellent fringe benefits Call Esee,

647-0777

EMPLOYEE CONSULTANT
$150 Math aptitude, typing Train to coordinate pension program Durham Assoc 569-1522

SECRETARY
Detroit - Temporary

Special project lasting approximately 10 months Applicants should have good typing and spelling skills with dictaphone experience Ability to organize work important Good downtown location. Medical insurance included 963-7700, Ext. 360

ACCOUNTS PAYABLE CLERK $150 Light figure background and accurate typing for N suburban company Excellent benefits Durham Assoc 569-1522

SECRETARY
General Office

Aggressive Gal with minimum of 3 years experience for Secretarial & general office duties in busy 4 girl office. Good shorthand & typing skills needed Excellent working conditions 9 Mile - Southfield Rds. area.

557-2500

BOOKKEEPER through General Ledger and preparation of financial statement U of D area, KING REALTY 342-6500

PART-TIME
Local driving required, must live near Birmingham General office work Write Box 690, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TYPIST CLERK, full-time 12 Mile, Southfield area Call 559-7804

BIRMINGHAM

Service dept. of Metro financial corp needs good secretary for this convenient spot. $183 to start in your backyard. Call 543-6000
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

GIRL FRIDAY needed for one girl office to assist President in management of property. Skills in typing, shorthand, and bookkeeping Attractive Southfield location. Starting salary to $10,000. Excellent fringe benefits Call Isabel Monday to Friday 8:30 to 5 P.M. 641-8865

SECRETARY

Dearborn Firm needs sharp aggressive secretary with strong skills for top level opening. $140 - $150 with career potential. Call 818-8900.
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

504 Help Wanted Office-Clerical

COMPUTER OPERATOR/Programmer, IBM systems/3, hours variable, call Mr. McMillan at 478-1700

INSURANCE AGENCY
Experienced gal, commercial or personal lines Southfield area 275-0078

SECRETARY
National Farm Southfield Sales office, 2-3 men. Must be dependable, know Telex, good telephone voice, shorthand not necessary, good pay, all fringes Mr Ward 356-6500

INSURANCE GIRL WANTED
Commercial casualty experience a must, in Novi Full Time Call 348-1270

GENERAL OFFICE - must be experienced in accounts payable, payroll and related office duties Call between 10 - 3 Ask for Sharon 584-1187

RECEPTIONIST

for Farmington Hills office. Typing required, good phone manner. Call Miss Hanson at

851-1900

LEGAL SECRETARY, Downtown Detroit area, typing & shorthand necessary Good Pay & Fringes No Legal experience necessary 962-7020

MAC CAR OPERATOR
Farmington Hills area Good benefits Call Lynne Waring
851-9500

SECRETARY NEEDED
Farmington Hills area, good benefits Call Lynne Waring
851-9500

BOOKKEEPER WANTED
Opening in smaller pleasant office (Real Estate) for competent Bookkeeper, 2 days per week (9-5) permanent position, mature lady with general ledger experience Area 12 Mile - Southfield Rd 559-6520

BIRMINGHAM LAW OFFICE needs Legal Secretary with strong shorthand & typing prior experience preferred But not essential Pleasant working condition Please send resume to P O Box 1000, Birmingham, Mich. 48012 Reply is confidential

Earn Extra Money

WITT
SERVICES

HAS IMMEDIATE
TEMPORARY
OPENINGS

Interesting Assignments

IN ALL AREAS

DAY, WEEK, or LONGER

SECRETARIES
STENOS
TYPISTS
ACCOUNTING CLERKS
GENERAL OFFICE SKILLS

Call 967-0355
FOR OFFICE NEAREST YOU

Interviewing Offices

Oak Park	Livonia
Troy	Mt Clemens
Detroit	Wyandotte
Dearborn	

CAL FRIDAY needed for busy Novi office Excellent typist, no shorthand required Send confidential resume stating job history and salary to Box 392, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY FOR public relations firm Moving from Downtown Detroit to Big Beaver in Troy Need dependable person with good general IQ and pleasant demeanor Like 60 wpm typing and some short hand. Will consider recent high school or secretarial school graduate. Prefer Troy area resident Commuting downtown will be over in 4 to 6 weeks. Call 901-5620

TEMPORARY OR PERMANENT
WE NEED IMMEDIATELY
Legal Secretaries - Typists - Commercial & Personal Lines girls - Bookkeepers

E. M. SPEARS & ASSOC.
1044 Bull Bldg, Det. Mi. 48226
963-0810

OFFICE HELP - Light typing, copying, errands Mac office work Must have car. Southfield area 9AM-5PM. Call 569-5719

Experienced Only Need Apply - Order desk clerk for distributor and manufacturers rep. Experienced in sales. Small tools and industrial products Ask for Dolores. 255-7520

DICTAPHONE
OPERATOR

Mature gal to handle all dictaphone transcribing and filing maintenance. Must excel in 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

ACCOUNTING CLERK with receivables or payables experience. Livonia location Send resume with phone number to Box 2441, Livonia Mich. 48151.

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 25 to 30 years experience Please type your resume and expected salary. Box 842, 22200 W. 11 Mile Rd., Southfield, Mich. 48037.

504 Help Wanted Office-Clerical

EXPERIENCED woman for switchboard and general office work, eves. Typing and adding machine required. Permanent position, apply to Pine Lake Country Club, 3500 Pine Lake Rd., Orchard Lake

PART TIME

Typing 60 w.p.m., clerical 2 to 3 days per week, reliability essential. Northland area

569-1950

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 353-1160

Personnel

Assist the Personnel Manager with record keeping, telephone, appointments Must be near personable, outgoing, and discreet Downtown Detroit location 5 days, some Saturdays Complete benefits

962-3299

HEAD BOOKKEEPER Accounting experience a must Duties include General Ledger, Payroll, and preparation of Financial Statements and Payroll Tax Returns Livonia location Send resume with phone number to Box 2441 Livonia, Mich 48151

WE ARE moving to Troy & need an experienced person to handle general sales office & show room duties, good phone personality & typing skills essential Shorthand helpful, benefits paid Send experience details to Box 676 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

ENJOY PEOPLE

Part-time now, full-time later - Need individual willing to learn general office Reception billing, minutes Pleasant small office Lenient hours

Middlebelt Nursing Center
14950 Middlebelt Rd., Livonia

Secretary/Receptionist

Established manufacturing firm in Farmington is looking for someone with previous office experience Phone and order processing will be main duties Good typing required Call for an appointment

477-5700
An Equal Opportunity Employer

LEGAL SECRETARY experienced for law firm located in Southfield Prudential Town Center Salary and fringe benefits open Call 353-3930

Office Clerical

Several full-time clerical positions available. Basic clerical skills required Experience not necessary Large volume documents matching and information identification.

16250 Northland Dr
Southfield
569-2220, Ext. 224

GENERAL OFFICE
MATURE PERSON for Oak Park Reform Temple Typing essential dictaphone some shorthand 547-5815

GENERAL OFFICE
Food brokerage, experience preferred 6 Mile - Southfield area Please call between 8AM-5PM 351-4484

TRAVELING SECRETARY!

Your suburban glamour spot dream is here! Super personality and top skills are needed! Fee paid! $650 Call Debbe now!

569-0400
Snelling & Snelling
PERSONNEL

BOOKKEEPER, General Bookkeeping knowledge Recent experience, excellent salary and benefits Troy area 583-7031

RECEPTIONIST TYPIST To train on PBX For new offices of large Southfield law firm Attractive, personable woman with good typing & clerical skills Pleasant telephone personality a must Call Barb 559-9300

Keypunch/Keydisc

Experienced only. Immediate openings for all shifts. Fully paid fringe benefits and incentive pay.

Southfield 569-2220
Utica 254-1910

RECEPTIONIST-TYPIST
Birmingham - Maple & Telegraph Real Estate firm needs attractive, ambitious people oriented person, part-time to begin Ask for John Palmer, Palmer Realtors 642-9791

LOVE TO TYPE?

Can you type 70 WPM or better? Here's an excellent opportunity to utilize your present skills, plus learn to operate an IBM Mag II word processing machine. Southfield area. Call Sharon Patrick between 9AM-3PM. 353-2600

OFFICE
MANAGER

Experienced Manager to take charge of 4 acid office in small progressive manufacturing concern located Schoolcraft - Telegraph area Knowledge of all office systems and procedures required and a college education is desirable. Please submit resume in confidence to Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARIAL position in 2 girl insurance office Excellent typing, shorthand, and dictaphone required Experienced Excellent working conditions and fringe benefits 537-3223

504 Help Wanted Office-Clerical

SECRETARY

OFFICE IN NORTHLAND AREA
NEEDS
AN EXPERIENCED SECRETARY
For Our Sales Department

Qualified applicant must possess excellent Typing, Shorthand Skills & have Pleasant Phone Handling Manner. Excellent fringe benefits & working conditions. Salary commensurate with background & ability.

Call To Arrange An Interview
968-2200
Equal Opportunity Employer M/F

LET THE LONG REACH OF A CLASSIFIED AD HELP YOU FIND THE BUYER YOU'RE LOOKING FOR

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2 ISSUES
15 WORDS
$6.00

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DIAL DIRECT
644-1070 Oakland County
522-0900 Wayne County
852-3222 Rochester/Avon

The Observer & Eccentric Newspapers