500 Help Wanted

Programmer-Analyst

4-6 years experience required. Primary language: COBOL, RPG II, PL1 helpful. 360-30 D.O.S. Salary commensurate with experience. Manufacturer's facility just west of Detroit. Reply to: Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXPERIENCED COOK. Apply in person. Kelly's Restaurant, 4170 Orchard Lake Rd., Orchard Lake Village.

CHOIR DIRECTOR, adult church choir. Troy. Send resume to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Production & Machine Operators

We're now taking applications. Apply:

S. M. C.

800 Junction, Plymouth

PIZZA MAKER WANTED

Experienced. Dino's Pizza, Plymouth-Northville areas. Part-time work. Pay based on experience. 455-5300

SHOE FITTER, part-time, experienced preferred. Apply Stride Rite Shoes, Fairlane Town Center, Dearborn.

DENTAL HYGIENIST. Tuesdays. Schoolcraft - Telegraph area. 534-6600

DENTAL SECRETARY-Scheduled area. Must have experience in run front desk, business office, peg board, insurance. 353-7440

RN'S-LPN'S-AIDES

Needed immediately for part-time and full-time positions. Call HEALTH CARE 1.

RN owned and operated

348-2545

MEDICAL TECHNICIAN

CONSULT WITH PRIVATE Practice Physicians' labs. Must be M.L.T. or equivalent and have 2 years lab experience. 3 days, no weekend, company car. Excellent salary & benefits.

DR. PERSONNEL - AGENCY

Northland Medical Bldg.

569-5254

NEEDED IMMEDIATELY

3 skilled Nurses' Aides to provide home care for patient in Farmington area. Must have own transportation. Call now. 569-2585.

HEALTH CARE 1

RN owned and operated

MEDICAL ASSISTANT, full-time for busy dermatologist's office. Livonia Benefits. 261-6600

UNEMPLOYED or retired TEACHER to work in Drs. office, will train, excellent salary. Southfield area. Call 557-6711

MEDICAL RECEPTION to $180

HANDLE ALL FRONT for 2-doctor practice. Experience required with insurance, peg board, transcription, appointments. 4½ days, no Wednesdays.

DR. PERSONNEL - AGENCY

Northland Medical Bldg.

569-5254

DIRECTOR OF TREATMENT

Direct total treatment program for pre-adolescent disturbed children. Required MSW. ACSW experience, 2-3 years. Salary "Medicare" Liberal fringe benefits. Salary open. Send resume, references, salary expectation to: Detroit Receiving Hospital, Children's Home, 4400 W. 13 Mile, Royal Oak, 48072. 549-4320

An Equal Opportunity Employer

GUARDS

FULL & PART-TIME

All shifts available

GOOD PAY

Excellent benefits

255-2600

PROVIDE FOSTER CARE for retarded children or adults in Wayne County. Receive financial assistance and professional support. Contact Wayne Center. 963-3888

MALE and FEMALE applicants needed for positions open 129 W. Maple. 644-0544

Birmingham Employment Bureau

502 Help Wanted Dental-Medical

RECEPTIONIST part-time, Northland area dentist's office, experience in Blue Cross preferred. Flexible hours. 473-3480

NURSE ATTENDANTS. All shifts, fringe benefits. Bedford Villa Nursing Home, Southfield. 537-3333

X-RAY TECH for Garden City clinic. Prefer registered. Approximately 20 hours per week. Call for interview 421-7478

RN-LPN

Afternoon and midnight shifts. Full-time, part-time, salaries. Modern facilities. See Mrs. Ferguson.

Nightingale West

8365 Newburgh Rd.

Westland Nr. Joy Rd

DENTAL ASST.-C.D.A.

Large DOWN RIVER practice seeking top person. 5 days, no Sat., must be C.D.A. Excellent salary & benefits. Ideal for youthful, professional person.

DR. PERSONNEL - AGENCY

Northland Medical Bldg.

569-5254

502 Help Wanted Dental-Medical

SECRETARY

to

MEDICAL DIRECTOR

North Suburban Hospital has challenging opportunity available for qualified individual for the full time position of Medical Director's Secretary to the Medical Director. Candidates for this position must be well organized, self starters with demonstrated ability to establish priorities. Must possess poise and diplomacy and be able to deal effectively with hospital staff and patients in a professional manner. Excellent typing and shorthand as well as written and verbal communication skills required. Medical terminology preferred. Previous secretarial experience mandatory. Excellent salary and fringe benefits. Send resume including salary requirements in confidence to Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, 48150

An Equal Opportunity Employer

REGISTERED NURSES

Three Week Orientation Program

- Full and Part Time Orientation Program
- Full and Part Time positions available
- Current Michigan License
- Non-Rotation shift assignments
- All areas and shifts available

P.G.H. also offers an orientation program as well as continuing staff development through the department's in-service education programs. We are a progressive 391 bed teaching hospital with competitive salaries and excellent fringe benefits.

Please contact Personnel Department

PONTIAC GENERAL HOSPITAL

Seminole at West Huron

Pontiac, Michigan 48053

We are an Affirmative Action Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL-DENTAL SUBURBAN

INSURANCE BILLER $700. Suburban specialist seeking person experienced in all billing, some front office experience helpful. 8 AM - 5 PM. Mon. - Fri. Benefits.

MEDICAL ASST. - FARMINGTON

physician needs sharp M.A. with experience in V.P., injections, E.K.G. Great hours. CALL NOW

Town & Country

EMPLOYMENT CENTER

Medical-Dental Div.

19155 Merriman, Livonia

474-1717

RN - BSN

Minimum 1 yr. experience; with VNA, Mid-Surgical or public health; for home health agency. Full-time, Weekdays. Car Necessary. Excellent Salary & Benefits. Metro Home Health Care. 23400 Michigan, Dearborn. 563-2030

DENTAL ASSISTANT - Livonia area, experienced. Progressive dental office. Excellent salary and benefits. Call 522-6013

DENTAL ASST. Experienced, Certified preferred. Four handed dentistry. Peg board, P.B.P., insurance. $180 weekly. Northland - 8 Mile Medical Bldg. 537-9160

DENTAL HYGIENIST. Tuesdays. Schoolcraft - Telegraph area. 534-6600

DENTAL SECRETARY-Scheduled area. Must have experience to run front desk, business office, peg board, insurance. 353-7440

RN'S-LPN'S-AIDES

Needed immediately for part-time and full-time positions. Call HEALTH CARE 1.

RN owned and operated

348-2545

MEDICAL ASSISTANT, full-time for busy dermatologist's office. Livonia Benefits. 261-6600

UNEMPLOYED or retired TEACHER to work in Drs. office, will train, excellent salary. Southfield area. Call 557-6711

MEDICAL RECEPTION to $180

HANDLE ALL FRONT for 2-doctor practice. Experience required with insurance, peg board, transcription, appointments. 4½ days, no Wednesdays.

DR. PERSONNEL - AGENCY

Northland Medical Bldg.

569-5254

NURSES' AIDES, experienced, with compassion for older people. Good pay and benefits. All shifts. St. Jude Convalescent Center. 421-4800

TYPIST - for Troy doctor's office. Part-time 646-1146

DENTAL RECEPTIONIST, experienced, multi - dentist office. Birmingham area 647-7950

NURSE AIDES

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

WILLIAMSBURG

Convalescent Center

21017 Middlebelt, Farm

Between Grd. River & 8 Mile

HYGIENIST wanted for Tues-Fri. Westland Area 261-3740

Dental Assistant, Chair Side, 4 Handed. Experience. Pleasant surroundings and staff. Farmington Area 674-6602

DENTAL ASSISTANT for children's dental practice in Birmingham. Experience or formal education necessary. Full time. Send resume to Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NURSE AIDES

FULL OR PART TIME

ALL SHIFTS

Apply in person between 9 & 4 Pm

FRANKLIN MANOR

CONVALESCENT CENTER

352-7390

MEDICAL TRANSCRIPTIONIST experienced, excellent pay. Southfield area Call 557-6711

DESIRE part-time medical assistant. 16 hours with experience $3.50 hourly to start. EKGs, injections, lab. X-ray. Westland area 422-4760

NURSE AIDES

Part-time, weekends, midnight shift. 11:30 PM to 8 AM. Excellent pay, good working conditions. Suburban location

Presbyterian Village

In Redford Twp

531-7200

502 Help Wanted Dental-Medical

Clerk-Typist

In large auto dealership. Call for appointment 353-9000

GENERAL OFFICE

Southfield area. Mon. - Fri. 9 AM - 1 PM. Typing, filing, phone. Call between 9 AM - 1 PM only. 358-0401

COMPUTER KEY PUNCH OPR

Qualifications-strong background in operations of system 2, model 15 computer DOS. Experienced with 5496 data recorders. Must have background and ability to assume lead operator position. Salary dependant on qualifications. Please send resume to Leslie Professor Book Centers Inc., 32330 Capitol, Livonia, 48150. Attention: George Conquest.

COMPUTER KEY PUNCH OPER.

Qualifications: Strong background in operations of system 3, model 15 computer DOS. Experienced with 5496 data recorders. Salary dependent on qualifications. Please send resume to Leslie Professor Book Centers Inc., 32330 Capitol, Livonia, 48150. Attention: George Conquest.

RECEPTIONIST TYPIST

In large auto dealership. Experience preferred. Call for appointment. 353-9000

GROWING INSURANCE AGENCY looking to fill following positions: POLICY TYPIST, CLERK TYPIST. Experienced preferred, good typing skills necessary. Pleasant working conditions & benefits. Tel-12 area. 642-1200

SWITCHBOARD OPERATOR

Experienced on very busy board. Good salary & terrific travel benefits.

ELKEN TOURS

358-1234

Dr's Helper

This busy "Dr. Welby" will train outgoing sympathetic high school grad for interesting receptionist work. Friendly personality necessary and good phone manner important.—PERMANENT STAFF. Personnel.

388-8900

502 Help Wanted Dental-Medical

DR'S OFFICE NEEDS SECRETARY part-time 30 hours week. Must have EXCELLENT typing and GOOD knowledge of Blue Cross forms. Westland area. Send resume and references to Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSES AIDES

FULL-TIME - MIDNIGHTS

& AFTERNOONS

Apply in Person

Marycrest Manor

13475 Middlebelt, Livonia

427-9175

DENTAL HYGIENIST, part-time or full. Preventive oriented. Northville 349-4210

DENTAL ASSISTANT, chairside needed for large group practice. Downtriver area, salary commensurate with ability. Send resume to box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST, challenging position in a professional office for someone who is experienced and enjoys people. Downriver area Salary commensurate with ability. Send resume to box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WANTED. WOMAN experienced in all aspects of Medical Billing. Excellent salary. Apply 638-5 Woodward, Birmingham. 644-7944

PART-TIME receptionist needed for busy Southfield office, must be experienced in all insurance work 557-3778

REGISTERED NURSE or licensed Practical Nurse for Pediatrician's office, Southfield area. No evenings 559-0606.

RECEPTIONIST

With Medical Transcription experience necessary. For x-ray clinic.

937-8155

PART-TIME Dental Hygienist wanted for modern Troy office. Please call 689-6130 or 652-9064

WANTED Part-time Dental Hygienist. Mondays and Fridays to W. E. McMinn, DDS, at 36180 5 Mile Rd., Livonia, Michigan 48154

AN EXCELLENT opportunity with many benefits, security and advancement. Must have secretarial skills and be able to route and process Medicare, Medicaid and Blue Shield. Salary open. East side. 264-7330. 366-3562

NURSE AIDES

TRAINING PROGRAM

Offered at no charge to qualified applicants. Classes starting immediately. Apply 8 a.m. to 3. Monday through Friday.

FARMINGTON NURSING HOME

30405 Folsom Rd. Farm

477-7400

HOUSEKEEPER - day shift, full or part-time. Apply Hendry Convalescent Center, Plymouth

NURSES' AIDES - all shifts, full or part-time, will train. Apply Hendry Convalescent Center, 105 Haggerty Rd., Plymouth.

RN'S, afternoons, full or part-time days, part-time. For skilled Nursing Facility, good working conditions. Apply Hendry Convalescent Center, 105 Haggerty Rd. Plymouth.

NURSE'S AIDS ORDERLIES

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

Dorvin Nursing

& Convalescent Center

29270 Morlock, Livonia

476-0550

BIRMINGHAM DENTAL OFFICE is seeking a reliable full-time receptionist - experienced in insurance forms, pegboard, bookkeeping and all other general office duties. Send resume to Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

CRNA

ANESTHESIA CARE TEAM.

ALL SHIFTS

LIBERAL FRINGE BENEFITS

857-7306

DENTAL HYGIENIST wanted 4 days. Reliable, neat and able to assume responsibilities. Birmingham area. Send resume to Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

PERMANENT POSITION for an intelligent girl for various office functions. Must be very good with figures. 8 Mile-Telegraph area Mr. Pearlman. 353-8160

RECEPTIONIST to work 12 until 7. Apply in person only at Fanta-sea Swim Center, 22660 Grand River, Detroit. 3 blocks east of Telegraph

CLERK-TYPIST

Grand River-Lahser area. 3 days per week, call Mr. White. 535-2251

Clerk-Typist

In large auto dealership. Call for appointment 353-9000

GENERAL OFFICE

Southfield area. Mon. - Fri. 9 AM - 1 PM. Typing, filing, phone. Call between 9 AM - 1 PM only. 358-0401

COMPUTER KEY PUNCH OPR

Qualifications-strong background in operations of system 2, model 15 computer DOS. Experienced with 5496 data recorders. Must have background and ability to assume lead operator position. Salary dependant on qualifications. Please send resume to Leslie Professor Book Centers Inc., 32330 Capitol, Livonia, 48150. Attention: George Conquest.

COMPUTER KEY PUNCH OPER.

Qualifications: Strong background in operations of system 3, model 15 computer DOS. Experienced with 5496 data recorders. Salary dependent on qualifications. Please send resume to Leslie Professor Book Centers Inc., 32330 Capitol, Livonia, 48150. Attention: George Conquest.

RECEPTIONIST TYPIST

In large auto dealership. Experience preferred. Call for appointment. 353-9000

GROWING INSURANCE AGENCY looking to fill following positions: POLICY TYPIST, CLERK TYPIST. Experienced preferred, good typing skills necessary. Pleasant working conditions & benefits. Tel-12 area. 642-1200

SWITCHBOARD OPERATOR

Experienced on very busy board. Good salary & terrific travel benefits.

ELKEN TOURS

358-1234

Dr's Helper

This busy "Dr. Welby" will train outgoing sympathetic high school grad for interesting receptionist work. Friendly personality necessary and good phone manner important.—PERMANENT STAFF. Personnel.

388-8900

504 Help Wanted Office-Clerical

CAREER SECRETARY for Manufacturers Rep's office in Birmingham. Must have good skills and prior experience in rep or sales office. Must be able to work separately with all personnel. Lots of phone and paper work. Phone contact with customers - requires friendly manner, diplomacy and discretion. Record keeping follow-up and expediting requires accuracy, neatness. Facility with numbers and ability to handle varied tasks. Office consists of 4 salesmen and 3 office personnel. Good career opportunity for mature hard worker. If interested and you meet the above requirements, please reply stating your qualifications, experience and salary expectations to P.O. Box 326, Birmingham, Michigan. 48012.

SUBURBAN OPPORTUNITIES

SECRETARY, to $736. Fee Paid. SH 80 Type 65 and use dictaphone. 1-2 years experience for Southfield CPA office.

SECRETARY, $650. Fee Paid. No SH. Detail oriented. Some figure work. Southfield area.

TYPIST, $609. Fee Paid. CPA will train good typist for statistical typing. Southfield area.

PERSONNEL CLERK, to $650. Fee Paid. Typing required with knowledge of Blue Cross enrollment procedures. Novi.

TYPIST, $540. Fee Paid. Good typist who like typing. Will train on Flexowriter. Farmington

Call Mrs. Evans 477-9840

SUBURBAN PERSONNEL

EXPERIENCED BOOKKEEPER, 4 to 5 days a week. W Bloomfield 851-3933

BIRMINGHAM LOCATED O.E.M. sales office needs a bookkeeper and/or bookkeeping oriented girl with experience in processing releases, production schedules, shipping records, etc. Typing ability desirable. Shorthand not necessary. 35 hours per week schedule. Pleasant surroundings. Reply Box 850, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

GENERAL OFFICE WORK

Including Bookkeeping experience. Typing necessary. Telephone & Admitting. Mature lady preferred. See Mrs. Lewis. March 7, 8, 9, 11 AM-4 PM

Dearborn Heights Convalescent

25001 Ford Rd., Dearborn Heights

SECRETARIES

PRESTIGE

Long term assignments. Shorthand needed to fill these important positions. Call Nancy or Patricia for office nearest you.

356-7337

VICTOR TEMPORARIES

RECEPTIONIST - Bookkeeper for a small Troy Law Firm. Salary commensurate with experience. For interview call Bev 649-2100

SECRETARY with good typing and shorthand skills needed for Southfield office 357-0339

ADMINISTRATIVE SECRETARY for prestigious Southfield firm. Excellent typing, good shorthand required. Salary $200 week plus benefits. Fee Paid

DISTRICT SALES SECRETARY for national firm, located in Bloomfield Hills. Busy and diversified executive position, that requires responsibility, organization, excellent typing, and perfect attendance. Salary $750 - $850 per month plus top benefits. Fee Paid

FULL CHARGE BOOKKEEPER for Southfield mortgage firm. Thru trial balance, general ledger, accounts receivable, payroll and tax experience required. Salary $165 week plus benefits. Fee Paid.

SECRETARY to CONTROLLER with large Southfield firm, stat typing and good shorthand required. Salary, $190 week plus benefits. Fee Paid.

ACCURACY PERSONNEL

642-3050 358-2010

SUBURBAN

GENERAL OFFICE FEE PAID

Type 30 some phone work, should be people-oriented. Excellent opportunity for rapid advancement. Southfield

SECRETARY $650+ FEE PAID

Good typing, no SH, Credit experience plus. Should have good figure aptitude. Livonia area

RECEPTIONIST-FARMINGTON

Fantastic opportunity for outgoing gal with average typing and good phone skills. Call now

Town & Country

EMPLOYMENT CENTER

19155 Merriman, Livonia

474-1717

SOUTHFIELD Secretary - Receptionist in 1 girl office, must be able to type and take shorthand 4 days, must work week Mon. - Thurs. Call and leave name and number 358-5430

ACCOUNTING CLERK. Good typing and strong figure aptitude required. Will handle payroll, vouchers, receipts and cash disbursements register. Previous experience a plus. Excellent starting salary with full fringe benefits. Immediate full-time.

SECRETARY/BOOKKEEPER for non profit health agency, must handle typing, filing and bookkeeping accurately. Mature responsible person preferred. Resume and references required. Salary negotiable. For interview, please call 559-6822

Big $$$

W. 9 Mile

$800/Mo.

Hurry for this! Dream job for experienced office person who thrives on responsibility. Progressive suburban firm offers surprising extra benefits and is anxious to hire. PERMANENT STAFF, Personnel

388-8900

SECRETARY, girl Friday, full-time, experienced for downtown Birmingham, Interior Design firm. 645-3555

EXECUTIVE SECRETARY/OFFICE MANAGER. One girl office. Interesting and challenging opportunity for career minded person with manufacturers representative firm. Must have superior skills and knowledge of office procedures. Excellent location in modern office building. Farmington Hills. Salary $750 to start, review in 3 months, fringe benefits. Send resume to: P. O. Box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST - TYPIST. 2 girl office. Typing, short hand, dictaphone. Required. No bookkeeping. Starting Detroit Co., 261 E. Golden Gate, 1/25 at 7 Mile Rd. 368-3369

EXPERIENCED BOOKKEEPER

For large, Doctor's Clinic. Must know Accounts Payable, Receivable & Trial Balance. Please call 544-5328

504 Help Wanted Office-Clerical

AIR LINE SALES office located in W. Bloomfield needs secretary, previous experience preferred. Typing 50 to 60 WPM, $580 per month to start. Call 851-6702

AA/EOE

SECRETARY INTERNATIONAL air cargo airline, in Southfield, looking for girl to assist person sales office, job requires typing, filing, general correspondence, no prior experience necessary. Send resume and letter to: P.O. Box 843, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST

Troy firm 3 years office experience. Good spelling, pleasant voice and phone skills. Typing 60 wpm. Good benefits. $550 to $600.

LOIS RAY PERSONNEL

559-0560

SOUTHFIELD INSURANCE agency seeking qualified insurance personnel in both commercial & personal lines. Salary commensurate with experience & ability. Excellent fringe benefits. Please call 358-3639

TELETYPE OPERATOR

Hours excellent, salary commensurate with ability. Send resume to Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WANTED. WOMAN experienced in all aspects of Medical Billing. Excellent salary. Apply 638-5 Woodward, Birmingham. 644-7944

PART-TIME receptionist needed for busy Southfield office, must be experienced in all insurance work 557-3778

REGISTERED NURSE or licensed Practical Nurse for Pediatrician's office, Southfield area. No evenings 559-0606.

RECEPTIONIST

With Medical Transcription experience necessary. For x-ray clinic.

937-8155

PART-TIME Dental Hygienist wanted for modern Troy office. Please call 689-6130 or 652-9064

WANTED Part-time Dental Hygienist. Mondays and Fridays to W. E. McMinn, DDS, at 36180 5 Mile Rd., Livonia, Michigan 48154

AN EXCELLENT opportunity with many benefits, security and advancement. Must have secretarial skills and be able to route and process Medicare, Medicaid and Blue Shield. Salary open. East side. 264-7330. 366-3562

NURSE AIDES

TRAINING PROGRAM

Offered at no charge to qualified applicants. Classes starting immediately. Apply 8 a.m. to 3. Monday through Friday.

FARMINGTON NURSING HOME

30405 Folsom Rd. Farm

477-7400

HOUSEKEEPER - day shift, full or part-time. Apply Hendry Convalescent Center, Plymouth

NURSES' AIDES - all shifts, full or part-time, will train. Apply Hendry Convalescent Center, 105 Haggerty Rd., Plymouth.

RN'S, afternoons, full or part-time days, part-time. For skilled Nursing Facility, good working conditions. Apply Hendry Convalescent Center, 105 Haggerty Rd. Plymouth.

NURSE'S AIDS ORDERLIES

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

Dorvin Nursing

& Convalescent Center

29270 Morlock, Livonia

476-0550

BIRMINGHAM DENTAL OFFICE is seeking a reliable full-time receptionist - experienced in insurance forms, pegboard, bookkeeping and all other general office duties. Send resume to Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

CRNA

ANESTHESIA CARE TEAM.

ALL SHIFTS

LIBERAL FRINGE BENEFITS

857-7306

DENTAL HYGIENIST wanted 4 days. Reliable, neat and able to assume responsibilities. Birmingham area. Send resume to Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Love Money?

Telegraph Rd.

$850 Fee Paid

Starting salary can go higher and higher! World wide firm wants to hire efficient organized secretary in one of their busiest divisions. Fantastic benefits. PERMANENT STAFF. Personnel

388-8900

FULL CHARGE bookeeper for Synagogue. Also need secretary. Good typing and shorthand. Please call 851-5100

SECRETARY. 1 girl office. Hours: 10:30 AM-5 PM, Monday thru Friday. Typing, accounts payable, receivable, etc. Minimum 2 years experience. Troy 689-4422

No Shorthand

W. 10 Mile

$700 Fee Paid

Very busy executive offices needs "with it" typist who likes lots of public contact. Variety position is challenging and stimulating. All major benefits and those nice little extras. See PERMANENT STAFF Personnel

388-8900

TYPIST, Jr. Secretary, $125. Livonia Great starting position for right person. Variety job. Typing, light bookkeeping, answering phone. Call 421-0770

WOMAN FOR GENERAL OFFICE

Experienced. Bookkeeping, Payroll & General Office duties. Southfield Area. Call Mr. Wilson at 353-8805

Beginner OK

Livonia

$550 Fee Paid

No previous office experience necessary. Fast growing subsidiary company loves to train bright, ambitious high school grad who wants to work. Accurate typing a plus. PERMANENT STAFF. Personnel

388-8900

PROPERTYMANAGEMENTCOMPANY. Kerbland area. General office: typing leases, posting rents. Pleasant working conditions. 5 day week. 557-3553

WE NEED a mature person for customer services - relations. We offer a quality structure company with offices in Livonia. Excellent fringe benefits. Please send phone number to: Box 2441, Livonia, Mich. 48151.

TYPIST

Good typing essential and must have good phone voice. Must be willing to learn. Southfield location.

352-7350

PART or full-time clerical/receptionist help needed. Good typing skills, phone personality and accuracy requisites. Reply to: P.O. Box 469, Rochester, MI. 48063

LEGAL SECRETARY

Birmingham law firm needs experienced secretary. Good shorthand & typing required. 645-3360

504 Help Wanted Office-Clerical

GENERAL OFFICE, experienced typist, mature person, basic office machines, diversified duties. Light bookkeeping. Modern office located near Livonia Mall. Write to: Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SKILLS

A Little Rusty?

KELLY GIRLS offers you a chance to increase your typing speed with a new exciting method in intensive study. Become a KELLY GIRL employee, and enjoy a variety of long and short term temporary assignments. Call us for details 424-9100

Kelly Girl

A DIVISION OF

KELLY SERVICES

Not An Agency - Never A Fee

Equal Opportunity Employer M/F

SECRETARY - Must be a good typist and able to take dictation. Knowledge of real estate helpful but not necessary. Call for more information contact Brenda Davenport Hours excellent, salary commensurate with ability. Send resume to Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

LEGAL SECRETARY, experienced. For Southfield law firm. Salary commensurate 353-1881

TYPISTS

POLOY TYPISTS

TRANSCRIBING OPERATORS

Firemen's Fund Insurance Co. We need typists capable of typing 55 - 65 wpm to work as Policy Typists and Transcribing Typists. Experience preferred but not necessary. We are located in Southfield and offer an excellent fringe benefit program with experience. If qualified, please call Mrs. Mayvale.

557-5700

An Equal Opportunity Employer

SUBURBAN RECEPTIST $125

Greet customers, handle phones and assist the bookkeeper in rapidly growing manufacturing firm. Typo 45. Call Mrs. Robertson

255-8702

SHARROW & ASSOCIATES

PERSONNEL AGENCY

ALL AROUND

OFFICE ASSIST

Salesmen need your office know-how and sparkling personality. Variety spot includes typing, people contact, phone work. $550 Call Lee now.

588-5400

Snelling & Snelling

PERSONNEL

Executive Secretary

Seven super opportunities for you in Southfield area if you have good typing and shorthand, and want to work with a great boss. Salary to $10,000 and complete benefit package. FEE PAID. Call Carole Berhorst

American

Personnel Agency 355-5525

GIRL FRIDAY, permanent job in one girl office. Responsible for general office duties. Accurate with figures and typing. 13802 W. 7 Mile Rd. Detroit. 345-5131

GENERAL OFFICE

Troy manufacturer has opening for girl capable of performing secretarial clerical and bookkeeping functions for 1 or 2 girl office. Must have recent related experience. Send full particulars for interview to Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

GENERAL OFFICE

Previous clerical experience required. Applicant must possess maturity, aptitude for figures and ability to type 50wpm. Insurance experience helpful but not essential. For further information please contact personnel department

Alexander Hamilton

Life Insurance Co.

Of America

12 Mile & Farmington Rd.

476-9000

CLERICAL Position available with experience necessary in Blue Cross, Blue Shield, Medicare, Medicaid billing. Must have pleasant phone voice. Wage dependent upon experience. Pleasant Westside Suburban location. Call and ask for Mary. 353-4385

CLERK

TYPIST

Immediate opening for Typist to work at our Mortgage Office located at 12 Mile & Farmington Rd. Must type at least 45 WPM accurately. Previous office experience desirable. Call manager for interview at

477-8500

1st Federal Savings

of Detroit

An Equal Opportunity Employer

TYPIST - SECRETARY for local firm of CPA. Located in South field. Permanent Please call 557-0311

BOOKKEEPER, mature individual, experience in trial balance, general office skills required, salary & benefits negotiable. Call for interview appointment 531-8621

SECRETARY

Southfield C.P.A. firm seeking qualified secretary. Must have proficient secretarial skills. Excellent working conditions. Salary commensurate with ability.

352-0802

EXPERIENCED SECRETARY - BOOKKEEPER for Small Southfield Law Firm. Shorthand and basic bookkeeping skills necessary. Salary commensurate with experience. Benefits.

355-2100

GENERAL OFFICE

Light bookkeeping, payroll, typing, phone work. Peg board systems. Southfield area, call for appointment.

355-1255

BOOKKEEPER. Experienced in all phases of retail bookkeeping. Minimum 2 years experience. Call Joann at: 642-1460

MEMBERSHIP SECRETARY, over 19, good typist, shorthand optional. Machines-offset printing, folding, postage, addressing-will train. Interesting job. Mon.-Fri. 9-5. Call Southfield office, Mrs. Schmidt. 443-9770

MATURE GAL

To work in fast moving, detail oriented Southfield food broker office. Accurate typing skills and aptitude for figures — a must. Food broker experience helpful. Permanent position with full fringe benefits. Immediate opening. Call Mr. Pawlovich at 355-3400 between 1 - 4 PM.

SECRETARY for legal office with shorthand, typing and basic skills. Send resume to P.O. Box 600, Northville 48167.

504 Help Wanted Office-Clerical

Stenos

Typists

Break out of the rut - go places! Meet people and earn money at the same time. Work for MANPOWER now! Many interesting assignments. No fees

Apply 9 am-3 pm Mon. thru Fri.

26049 5 Mi. at Beech Daly

29254 Ryan Rd at 12 Mile

Free 24 Hr

Accident & Illness Protection

Low Cost Medical Protection

MANPOWER

TEMPORARY SERVICES

"World's Largest

Temporary Help Services

An Equal Opportunity Employer

NUCLEAR MEDICINE TECH. Experienced & knowledgeable in Nuclear Medicine & X-Ray, for Saturdays at Livonia Doctor's Clinic. Call Mrs. Taylor at 427-3509

BOOKKEEPER

Varied duties, light typing, accounts receivable, accounts payable, experience thru trial balance. Modern Southfield office 352-1450

WITT

SERVICES

HAS IMMEDIATE

NEED FOR

Temporary

SECRETARIES

TYPISTS

DICTAPHONE OPERATORS

SWITCHBOARD OPERATORS

KEYPUNCHERS

& ALL OFFICE SKILLS

Recent experience NOT necessary

Assignments in ALL Areas

For Your Convenience We Have 7 INTERVIEWING OFFICES

Oak Park — Livonia

Troy — Mt Clemens

Detroit — Wyandotte

Dearborn

Please Call

967-0336 AND

ASK FOR OFFICE NEAR YOU

BOOKKEEPER through trial balance and financial statements, international manufacturing company in Farmington Hills. Knowledge of general accounting principles and taxes. Data processing exposure helpful. Call Mr. Trafton. 478-1265

GENERAL OFFICE

Birmingham Real Estate Office looking for individual with accurate typing skills & pleasant phone techniques. Call 626-5900

HALL & HUNTER, INC

REALTORS

GENERAL OFFICE GIRL

to handle accounts receivable, phone, cashiering, etc. Must have some bookkeeping experience. Must be reliable & dependable. Apply at Moniaetti Chrysler-Plymouth, 4023 Auburn Rd. Utica

RECEPTIONIST Full-time, some typing. Carpenter Audio. Visual Inc. 720 W. 8 Mile Rd. Ferndale Mr. Glaser. 398-6300

STENOGRAPHER

Experienced in shorthand, typing and transcription ability. Data processing relating to manufacturing. Small firm located west of Detroit. 3 years experience preferable. Reply to: Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Accts. Receivable Clerk

Some experience, varied duties. Some typing. Established firm in Livonia. Company Mrs. Apple

R.S. ELECTRONICS

525-1155

RECEPTIONIST - TYPIST. Call Friday. Southfield Law Office. Call Mr. Hirschhorn 358-0630

PERSONNEL CLK. FEE PD.

Enjoy people contact? Noted manufacturing firm offers top benefits for your outgoing personality and good typing. $550 UP. Call Sheri Day

569-0400

Snelling & Snelling

PERSONNEL

LEGAL SECRETARY, full-time for Southfield law firm. Must type 75 wpm. Legal experience preferred. Call between 8:30 & 3 PM. Monday thru Friday. 559-9200

LEGAL SECRETARY

Birmingham law office. Some experience required

645-2430

PBX OPERATOR

RECEPTIONIST

We have an interesting position in our Southfield branch office. Must be experienced with a small automatic switchboard. Should be at ease in public contact and type 40 WPM accurately. Good company benefits. Call MRS. C. DRISCOLL at 353-3500 for an application.

An Equal Opportunity Employer

TYPIST ASSISTANT to Bookkeeper for Southfield law firm. Good opportunity for responsible person. Call Barb 559-9000

EXECUTIVE

ADMINISTRATIVE SECRETARY

Worldwide computer manufacturer needs key secretary for branch sales office in Evergreen-Six Mile area of Southfield. Duties are: secretary to branch manager & responsibility for all paper work for an office employing 30 people. Good salary, good benefits & excellent working conditions. Call Phillips Business Systems Inc.

353-0074

RADIO STATION

FRONT DESK

Meet and greet exciting personalities. Your poise, phone talents and typing are the ticket to success. $620 UP. Call Joan Hartz.

569-0400

Snelling & Snelling

PERSONNEL

BOOKKEEPER - Full charge. Real Estate management. Auburn Heights office. Thorough knowledge of general ledger, payroll, tax reports, etc. Excellent opportunity for conscientious person. Send resume to: Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXPERIENCED TYPIST to work full-time, during Tax season, part-time afterward. Flexible hours. Southfield area. Pay commensurate with ability. Call Mr. Bernstein at Box 826, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE

General Motors Dealer needs experienced person in accounts payable. Fringe benefits include: Blue Cross, paid sick days, paid holidays, paid vacation, pension

RED HOLMAN PONTIAC CO

WESTLAND

D. Helmer 721-1166

EXECUTIVE

LEGAL SECTY

Excellent typing, shorthand and general office skills required. Prior legal or insurance background favored. Ability to deal with public, handle stress & work independently without supervision. Must be able to organize two different offices. Flexibility of schedule required on overtime can be worked without advance notice. For further information please contact personnel department

Alexander Hamilton

Life Insurance Co

Of America

12 Mile & Farmington Rd.

476-9000

BOOKKEEPER experienced, full charge through trial balance for busy 2 girl retail office in Farmington 477-5284

PART-TIME

OFFICE CLERK

For Livonia Branch, must be skilled. 10 key calculator operator. Knowledge and use of memory typewriter. Work schedule, Monday-Tuesday, Thursday-Friday, 4 PM - 8 PM Saturday, 2:30 PM - 6:30 PM. Excellent wages and benefits. Applications will be taken between 9 AM - 4 PM during the week of 2-28

HOSTESS CAKE

1100 Oakman Blvd., Detroit

Equal Opportunity Employer M/F

PART-TIME, TYPIST and receptionist for Mental Health Clinic. Hours 4 to 8 PM, 3 days a week. Duties include Blue Cross billings and filing. Should be good at meeting public in person and by phone. 422-8210

SECRETARY-Receptionist typing and shorthand required. Experienced Bloomfield Hills 332-1402

CLERK TYPIST

Good typing skills, aptitude for checking and typing figures. Immediate opening for dependable person on our sales department. Duties include typing, filing, and a variety of assignments.

WINDOW COMPANY looking for young ambitious salesman. Must be honest and capable of working with public. North - Northwest area 437-1674

LEGAL SECRETARY for NorthVille office. 3 years recent legal experience required. Must be pleasant with excellent typing skills. Must have knowledge of proper legal forms, court procedures and related matters. Others need not apply. Salary commensurate with ability. 348-2993

SECRETARY with excellent skills including Shorthand required for Southfield law firm. Salary open. Call for appointment 353-4