502 Help Wanted Medical

NURSE AIDES
FULL OR PART-TIME
MIDNIGHT SHIFT
Apply in person between 8 & 4 Pm.
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

NURSE'S AIDS ORDERLIES
All shifts. Experienced preferred, but will train. Apply at:
Darvin Nursing & Convalescent Center
29270 Morlock, Livonia
476-0530

DENTAL TECHNICIAN
Experienced builders & waxers for crown & bridge lab in Southfield area.
557-1220

RN-LPN-AIDES
Needed immediately for part-time or full-time positions. Call Health Care
RN Owned & Operated
559-2050

504 Help Wanted Office-Clerical

IMMEDIATE OPENING
Experienced Typist, full-time. Pleasant working conditions. Purchase orders, Letters, Answering phones. Farmington Area. Call for appointment.
478-3600

BOOKKEEPER $11,000
Top skills thru profit & loss. K Subwriter computer firm. Durham Assoc.
548-1522

SECRETARIAL work, typing and shorthand required. Full-time, 877 commensurate with experience. Garden City area.
525-5600

EXEC. SECRETARY
Birmingham Corp. needs self-starter, pro this busy President. Screen Clients, proof read ad copy. 900 match your abilities. Call 642-8000.
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

TYPIST $10,000
Responsible position for mature self-starter, with office skills. Durham Assoc.
548-1522

DISPATCHER CLERK. Typing and other office skills required. Must be able to work all shifts, possess mature judgement and be able to tactfully, efficiently and courteously handle the public, both in person and by telephone. Must be able to make sound decisions rapidly under circumstances of extreme pressure. Apply in person Novi Police Department, 25859 Novi Rd., Novi.

SEC'Y. ENGINEERING
Excellent position for mature person with experience. N. Woodward area.
Durham Assoc.
548-1522

SECRETARY-RECEPTIONIST
Needed for corporate office of a franchising organization. Paid fringes, relaxed atmosphere. Speedwriting, record keeping, and/or knowledge of adding machine helpful. Located on Greenfield across from Northland. For interview call between the hours of 9 AM - Noon only.
962-0084

EXPERIENCED SECRETARY & Assistant Bookkeeper. Full-time. Farmington Area. Call for appointment.
478-3600

HAZEL PARK
PASS
WINNER
Arnie Lutz
32220 Hennepin
Garden City, MI 48135

But you must call the Promotion Dept. of The Observer & Eccentric by 5 p.m., Tuesday, April 26, 1977, to claim your TWO FREE HAZEL PARK PASSES. 261-8600, ext. 243.

CONGRATULATIONS!

SUBURBAN OPPORTUNITIES
SECRETARY, to $733. Fee Paid. No S.H. Dictaphone with excellent typing. 2 years + experience. Novi.
SECRETARY (2) $650. Fee Paid. 60 S.H. Some prior experience. 1 in Southfield, 1 in Farmington.
ACCOUNTING CLERK, $750. Fee Paid. Need associate's degree in accounting plus some relevant experience. Novi area.
AUDIT CLERK, to $985. Fee Paid. Southfield insurance agency needs individual with W.C. and/or G.L. experience.
RECEPTIONIST, $630. Fee Paid. Type 45 WPM. Will train on console switchboard. 8 Mile-Northwestern.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

OUT-PATIENT Registration Clerk - Full-time position, eliminate shift. Understanding of Health care insurance is helpful. Some typing required. Pleasant personality a must. For details: Garden City Hospital, 6245 N. Inkster Rd., Ext. 377.
421-3300

College Students Housewives
Work steadily all summer for
SCOTT GROUP TEMPORARY
All office skills needed. Assignments with the best of local companies.
542-9232

REAL Estate office needs part-time full-time bookkeeper. Will train. Real Estate exp. helpful but not necessary. Call for Pat. 352-8600 or after 6PM.

Clerk-Typist
Experienced with posting typing, dictaphone transcribing and filing skills. Excellent benefits and working conditions.
BLEDSOE INSURANCE
Southfield
557-3900 ext. 43
An equal opportunity/affirmative action employer.

TRUST Bank Clerk - full-time. Minimum 90 wpm and typing skills required. Call 557-9300, ext. 2. Equal Opportunity Employer.

GENERAL OFFICE
Pleasant work for someone who can type and do other office work. Hours are flexible. Call for appointment.
Mr. Kangas
476-6400

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
$200 plus fee paid for Farmington area law firm. Type 60 w.p.m. shorthand 100. Legal experience helpful but not necessary. Super benefits with this exciting position.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

ACCOUNTING CLERK
Requires accounting experience, a desire to learn and initiative. Report directly to General Manager. Typing and 10-key calculator skills required. Firm in Farmington Hills. Send resume and salary history to: Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GOOD TYPIST
SUBURBAN
General office experience. Diversified duties. 80000. Zelda. 559-4780.
KAY TURNER PERSONNEL-1103
18280 W. 10 Mile Rd.
SOUTHFIELD

SECRETARY
Shorthand & Typing
Real Estate experience preferred
557-0778, Eves 548-7561

BUSY TRAINEE $6200
Typing and filing will keep you out of Trouble! 470-3600
Snelling & Snelling Agency

For front office production manager. Keep records on production and shop documents, good to math, some typing. 1150. salary, good benefits. Call Mr. Lyons, Tonne Co. 12860 W. 8 Mile, Oak Park.

JR. SECRETARY, $160
Will train for rapidly expanding suburban company. Handle letters, typing and light shorthand. Fee paid plus dental plan.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

SALES SECRETARY $7800
No shorthand! Excellent bonus program, beautiful office. 478-3600.
Snelling & Snelling Agency

LEGAL SECRETARY
Immediate Opening. Permanent part-time. Litigation experience required for general practice law firm. Southfield.
356-1230

OFFICE MANAGER $15,000
Bookkeeping or Accounting background necessary. Call Linda. 478-3600.
Snelling & Snelling Agency

RECEPTIONIST
for plush Southfield office. Should enjoy working with people. Company will train to do billing. Must type 40 wpm. Fun job. Salary $520 month. Excellent benefits. Call Barbara Good.
PROFESSIONAL PERSONNEL
357-4810

INSURANCE SEC'Y $8,000
Experienced. Plush suburban firm. Terrific benefits. 478-3600.
Snelling & Snelling Agency

BOOKKEEPER, experienced, carry through trial balance. Birmingham location. Ask for Betty from 10 AM - 4 PM.
644-8400

GENERAL OFFICE $7800
Spirited spot wants gal for typing and calculator work. 478-3600
Snelling & Snelling Agency

AVAILABLE

Acctng Clk.	to $823
Secr starter.	$800
Sec'ys-Dictaphone	$715
A/P	$715
Telephone Receptionist	$700
Receptionist Typist	$600
Clerical	$500
Gen. Acct. (Degree)	$1100

Many opportunities with top line companies. NW. & NE suburbs. Excellent benefits and working conditions. Generally fee paid. Register today.
ALLIS-JOHNSON PERSONNEL
Quakertown Plaza, 22968 Hamilton
Farmington Hills
553-3100

OFFICE clerical position in expanding company open to qualified person. Typing essential and background in Accounts Receivable and Payable helpful. Wages commensurate with experience. Southfield. Ask for Mark Roberts.
356-7922

GENERAL OFFICE
Clerk-typist for Troy sales office. Must be accurate typist and have experience in general office procedures. Some customer contact. Good starting salary and benefits.
362-2650

SECRETARIAL position in Farmington Hills. Good typing skills, neat appearance, pleasant phone manner. Call Miss Hanson. 851-1900

HAPPY SALES SECRETARY
Team of Engineers need eager Typist to handle fun and diversified duties in Sales office. Beautiful Troy location. $790 UP. Call Lee.
588-5400
Snelling & Snelling
PERSONNEL

SECRETARY, 1 girl office. Immediate opening. Shorthand, typing, full benefits. National company. Southfield.
352-4120

PERSONNEL CLERK - Experienced at hiring, lay-off and recall procedures. Administrative responsibilities include: workmen's comp., unemployment, hourly payroll and related record keeping. Good fringes, Farmington area.
478-4050
An Equal Opportunity Employer

MATURE Woman needed for diversified duties in Livonia office. Answer phones, proficient in typing, shorthand and figure work.
522-4100

504 Help Wanted Office-Clerical

ALL JOBS ARE FEE PAID
I have openings for qualified Legal Secretaries, and qualified Secretaries wishing to train in the legal field, in Troy, Bloomfield, Birmingham, and Southfield areas. Please register today.
PREFERENCE PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TILL

CLERK-Typist for small office, Dearborn Area. Dictaphone experience is necessary. Must be dependable and responsible. 8:30 AM - 5 PM, Mon. thru Fri. 565-1650

SECRETARY - Southfield advertising manufacturer's rep. to use phone, file, assist bookkeeper, type bid proposal orders. Varied, and interesting work.
356-5037

TYPIST for general office work including order desk. Farmington area. Call Mrs. Wicks. 477-3700

RECEPTIONIST
If you have a pleasant personality, poise, and are willing to learn. Use typing. $540 month. Call Sandy Clark.
644-4600
SNELLING & SNELLING AGENCY

SALES office, good with figures, some typing, no bookkeeping. Pleasant surroundings. Call Mr. Bell. 477-3300
Jobmaster, Bloomfield. 6 Mile-Telegraph area.

GENERAL OFFICE
Pleasant work for someone who can type and do other office work. Hours are flexible. Call for appointment.
Mr. Kangas
476-6400

504 Help Wanted Office-Clerical

Big Benefits W. 12 Mile
$525 Fee Paid
This famous world wide firm offers you every fringe benefit in the world including shortened summer-time hours. Good typing and personable phone manner necessary. PERMANENT STAFF. Personnel.
388-8900

COMPUTER DATA ENTRY operator. 3rd shift should be familiar with system. Hours 11 and 3?? and 7??. Salary commensurate with ability. Send resume to: Little Professor Book Centers, 32996 Capital, Livonia, Attention: George Colquest.

BOOKKEEPER
Construction company needs qualified bookkeeper. Full charge thru trial balance, accounts payable/receivable, payroll, taxes, bank reconciliations, etc. Send resume and salary requirements in complete confidence to: Wales Pollution Control Corp., 50000 19 Mile, Parmington, Mi. 48024.
An Equal Opportunity Employer

TYPISTS CLERKS SECY'S
No experience? Don't want to work for long periods of time? We have many openings for short or long term work assignments in both suburban and downtown areas. TEMPORARY STAFF CO.
559-5041

RECEPTIONIST - TYPIST
Pleasant, modern office, good benefits, 35 hour week, good starting salary. Call Mr. Bell. 477-3300
Jobmaster, Bloomfield. 6 Mile-Telegraph area.

ADMINISTRATIVE POSITION
Challenging position in expanding company. Must be good with figures and have good typing skills. Call for appointment.
Mr. Kangas
476-6400

504 Help Wanted Office-Clerical

ACCOUNTANT - CPA or Senior, minimum 3 years experience in public accounting for Southfield CPA firm. Call for appointment.
559-0016

Livonia Typist
$600/Mo.
Good typing will get you this first rate job in easy-to-reach Livonia. Previous office experience helpful but not mandatory. Benefits include cost of living, too! PERMANENT STAFF. Personnel.
388-8900

BOOKKEEPER-Cashier, accounts receivable, typing required. Full time, includes Saturdays. $650 month, experienced only. For appointment, call Mrs. Brown.
543-6024

SUBURBAN builder's office needs mature woman, secretarial & bookkeeping skills a must. One girl office. Builders experience essential.
255-4300

File Clerk
Livonia
$600/Mo.
Wow! Super benefits at this great company include dental and optical insurance. Personable high school grad will love the friendly atmosphere here. Position is mostly filing, but typing necessary for promotion. PERMANENT STAFF. Personnel.
388-8900

BILLING Clerk for marketing-distribution. Facility serving the automotive industry. Applicants must be aggressive and self-starter. Previous billing experience helpful. Contact: Hilda Gartside, Adstra Corp., 101 Union St., Plymouth.
425-2500

504 Help Wanted Office-Clerical

TYPIST-Receptionist for Livonia general Medical Supply Company. Call Mr. D. Rudzilla for interview.
525-6287
An Equal Opportunity Employer

OPPORTUNITY
FOR Ambitious & Aggressive person to join Southfield office of area's leading independent Finance Co. Must enjoy dealing with people. Previous experience in credits & collections preferred but not mandatory. Salary commensurate with past experience & full fringe package.
Call Mr. Bennett 533-2201
MODERN FINANCE CO.

EXECUTIVE SECRETARY for Troy firm, all executive secretarial duties including typing and shorthand. Career opportunity. Salary $225 week plus company car and full benefits. Fee Paid.

LEGAL SECRETARY for Bloomfield Hills firm, legal experience and good typing required. Mortgage Typewriter experience helpful. Salary $800 month plus benefits, Fee Paid.

ACCURACY PERSONNEL
643-3050 358-2010

MATURE Secretary with excellent office skills. Adaptable to varied responsibilities. Must have recent references. Full-time. Northland area. American Girl Uniforms. Ask for Mr. Goldberg.
968-5600

MEDICAL doctor's office receptionist. Knowledge of billing & typeboard system. Farmington area. Good pay, good hours. Send resume & 3 references of latest employers to: P.O. Box 470, Southfield, Mich. 48037

LEGAL Secretary for luxurious downtown Detroit office. Experienced or will train individual with good appearance and good typing.
963-7755

504 Help Wanted Office-Clerical

BOOKKEEPING, part-time, 30 to 35 hrs. Must be experienced and mature. Ace Hardware, Westland area. Call Helen
729-5080

CONSTRUCTION BILLING
Experience in record keeping, time and materials billing. Good typing and phone skills. Dearborn company. $800. Fee paid.
LOIS RAY PERSONNEL
559-0560

SECRETARY wanted for full-time work. Accuracy in typing a must. Terry.
434-8850

CLERK TYPIST
You're Terrific!
And at Mutual Benefit we appreciate skilled and dedicated workers just like you. Your good typing skills, familiarity with office procedures and equipment and pleasant personality are needed in our Regional Group Claims Office in Southfield. When you join our staff, we'll let you use your knowledge and then train you to perform other interesting and diversified duties. Your day will be challenging and you'll enjoy opportunity for advancement as well as a fine salary and excellent benefits. Sound interesting? Call Mary Cockrell, (313) 358-1290 for interview appointment.
The Mutual Benefit Life Insurance Co.
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

PART-TIME
Students & Teachers
EARN VACATION $$$
Register early for summer jobs. We need: Typists, stenos, PBX, 10-key, keypunch and office clerks.
SUNNY GIRLS
569-6144
NO FEE EVER

INSURANCE Agency-Novi area, needs experienced commercial, property & casualty secretary-underwriter for progressive agency. Call
348-1250

ADMINISTRATOR, Secretary, $8000 to $14,000. Free pension, profit share, hospitalization, insurance. Permanent. Shorthand, typing, writing, bookkeeping skills. Office in President's home. Reply to: Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Cathode Ray Tube Opr.
(Production Typing)
Immediate Openings
Typing 45 WPM Accurately
Starting Salary $139.42 Wkly.
Outstanding Benefit Program
Opportunity for Advancement
Call for Appt. bet. 9 AM-4 PM
Mary Guerrini 255-9714
Blue Cross-Blue Shield of Michigan
600 Lafayette, East
Detroit, Michigan 48226
An Equal Opportunity Employer

TYPIST for Troy physician. Dictaphone experience. Type 60 WPM. Non-smoker. Exercise and fitness oriented. Full-time. Monday thru Friday. Send resume to Ruth Lewis, 1551 W. Big Beaver, Troy, Mich. 48083.

TYPIST-CLERK for office of CPA's located in Southfield. Permanent. Please call for interview.
557-0111

504 Help Wanted Office-Clerical

SEC'Y-BOOKKEEPER
For Food Products Import business. Immediate opening in 1 girl Southfield office. Must be able to work independently & handle variety of assignments. Good typing skills required. Shorthand not required but a asset. For appointment Call
357-5790

GENERAL OFFICE for nice manufacturing company in Troy. Light bookkeeping, typing and phone work. Salary $650 to $950.

LEGAL SECRETARY for Southfield attorney, mature person returning to work would be ideal. No legal experience required, but dictaphone a must. Good typing. Salary $650 with benefits and fee paid.

RECEPTIONIST for beautiful office in Troy. Accurate typing and some office experience required. Salary ball, with raises, good benefits and fee paid.

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

SECRETARY-RECEPTIONIST
Real Estate office, West Bloomfield area. Ask for Joe Medwed
626-4800

BOOKKEEPER
Accounts Receivable Clerk, experienced only. EDP knowledge. Full-time, permanent position, Novi area. Call Miss Harrier weekdays between 10 AM-3 PM.
349-5000

504 Help Wanted Office-Clerical

FIGURE CLERK with experience in Accounts Payable, Accounts Receivable and Payroll. 3 day week. Blue Cross Blue Shield. Sandusky & Kroe Builders. Birmingham.
642-8400

PART-TIME GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45-50 WPM. For further information please contact Personnel Department.
Alexander Hamilton Life Insurance Co. of America
12 Mile & Farmington Rd.
553-2900

RECEPTIONIST, file clerk, full or part-time. Telephone, light typing, light bookkeeping and some errands. Send resume to P.O. Box 490, Northville, 48167 or call Jan.
348-2980

Birmingham Beginner
$600/Mo.
Now-work in lovely Birmingham offices. Really nice boss will hire friendly typist to help in busy office. You will answer phones, file and do some light typing. PERMANENT STAFF! Personnel.
388-8900

EXECUTIVE Secretary, good typing, shorthand and dictaphone required for busy Birmingham law firm. Legal experience preferred but not required. Mag card or word processor experience helpful.
645-5800

SECRETARY
Girl Friday. Immediate opening Life Insurance Agency at the Honeywell Center, Southfield. Good typing, shorthand. Pay according to skills. Call 8:30-5PM.
559-4100

OBSERVER & ECCENTRIC WANT ADS HELP PEOPLE IN MANY WAYS!

TWIN ACTION RATES
2 ISSUES
15 WORDS
$6.00
(No changes or cancellations; household goods only)

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