## 502 Help Wanted Dental-Medical NURSES AIDES

Nayville.
 Nightingal West
 Siss Newburgh Rd.
 Westland, Nr. Joy Rd.
 Equal Opportunity Employe.

DENTAL Assistant. Mature office manager, experienced in insur-ance. Medicaid, peg board, frost desk, etc. 4 day week, no evenings. Call 331-1078 TRAINED Medical Assistant, experienced in VP. EKG, X-RAY, and Blue Shield billing. No Saturdays. Northyille Internist. 309-1100

RN-LPN
shifts Good starting salaries.
iden facilities See Mrs. Fergu-

Nightingale West 8365 Newburgh Rd. Westland Nr. Joy Rd. An Equal Opportunity Employer LAB TECH part-time for busy lab.
blood chemistry, hematology,
urnalysis and culture Family practice in Troy 352-1360

NURSE AIDES time, esperienced prefer not necessary. Apply in perso WILLIAMSBURG Convalescent Center 21017 Middlebeit, Farm. Between Crd River & S Mile

CARDIO-DYNAMICS
TECHNICIAN
Troy Area Experience in Stress
Testing, Phonocardiography, Holter Monitoring, Call Mrs. LaPierre,
449-4449

RN OR CMA for part time teaching or Public Relations. Private Lavonta Vocational school Call for Alersiew 421-4840

Psychiatric Attendants All Shifts-Apply In Person Ardmore Acres Hospital 19810 Farmington, Livania BUSINESS OFFICE ASSISTT years Experience Denial office Strong insurance background Northwest Suburbs Send resum to Box 130, Observer & Eccentri Newspapers, 34251 Schoolcraft Livonia, Michigan 48150

Lyonia, Michigan 44150
DENTAL INSURANCE SECRE.
TARY I year experience with
Dental Insurance including patient
insurance company contacts.
Northwest Suburba. Send resume
to Bot 156, Observer & Eccentric
Newspapers, 1621 Schoolcraft.
Lyonia, Michigan 44150

RN'S

with Psychiatric experience.
All shifts, full or port-time.
Apply in person.
Ardmore Acres
Hospital
19810 Farmington Livania
474-3500

or part-time, day

OPTOMETHIES AND AGREEMENT RECEIPTIONS. Also Partitime experienced assistant-dispenser. Apply in own handwriting. Address, telephone, age, experience, etc P.O.Box 139, Garden City, 48135. NURSE AIDES

Days only. Only experienced need apply. 42 scheduling. Good pay & benefits, pleasant surroundings. Apply 4-3, Monday through Friday, Linda. We will train. All shifts, full and part-time. Fringe benefits.
FOUR CHAPLAINS Convalencent Center 28349 Joy Rd Westland 261-9500

TICAL Nurse or traine anistant, part-time for

MEDICAL Assistant for full-time position in physician's office Experience necessary in EKGs, verapuncture etc. Top salary for qualified individual. BSS-1339

NURSING OPPORTUNITIES

L.P.N

General Staff Nurses

Celletti Stull Hestings - III shifts - exist at the Ohlahed Courty Medical Care Feeling. This new modern facility offers a professional world the control of the Court of the

OAKLAND COUNTY 1200 N. Telegraph Pontiac, Michigan, 48053 PHONE 858-0530

Daniel T. Murphy County Executive

ATTENTION ALL NURSES RNS - LPNS

We need to Hire 50

Special Ont Acquainated Otter \$100 BONUS \*

Alternoom, nights, and workens shifts available, High pay, plus ex culture beauties Work for the service that many hospitals & muring hosters use and trust. Coll today, for apparenment &

STAFF BUILDERS Medical Service 967-1155

RN or LPN

Ask for Ann. 224403 KITCHEN HELP - Days and nights. All positions. Inquire 2-5 PM. Moodsy - Thursday, Bodega Restaurant, 1443 Telegraph.

**RNS** 

LPNS

Patient Care Only
Part-time portions available on
the days, afternoons, & mideight
shifts Full time positions available
on the afternoon & mideight
part-time positions constitut of 2
days a week with every other weekend. No reaction of shifts. Applications accepted with approved references.

NURSES' AIDES - Midnight shift Westland Convalescent Center Apply in person, 8-4 PM, Mon. Fri. 36127 W. Warren, Westland.

Medicaid. Ophtakmologic termino ogy helpful. Northwest area. Sen resume to: Box 239. Observer Eccentric Newspapers. 162: Schoolcraft. Livonia, bijchiga attus

502 Help Wanted Dental Medical

FILE CLERK for CPA firm in Southfield Plesant working rondi-tions After SPM. 963-4549

EXPERIENCED or will train for casualty insurance office. Ferndale area. Salary open. Part-time Call Mr. Ettinger. \$42,3350

FULL-TIME receptionist for busy Livonia Doctor's office. Call after 10 AM. 425-0780

SECRETARY
Confidential repeat confidential
Usual skills required. We made
you for interview.
LOIS RAY PERSONNEL
S59-0560
PERSONABLE

helpful, good statuing M6-0099

PART-TIME SECRETARIAL Utall days! Occasional shorthand manner, pleed-8430

INSURANCE agency, Novi area needs experienced commercial manner of casualty, secretary.

CB, inc. T4-720

GRL required by local wall-covering distributor to work in sale office. Knowledge of Vinyls useful but not essential Must be able type & have good office routin background. For interview call Cordon Muir at 22-728

don Muir at:

INSURANCE - \$200 WEEKLY
Suburban fee-paid position for experienced personal lines rater Call
Beth at Frank Marsh Agency.

335-4554 EXPERIENCED Bookkeeper familiar with payroll and sales tax for Southfield CPA office. Full-time. 333-3700

igan 4119.

MO DELS & ACTORS, full or partitime. Experience not necessary.

Models & Actors Referral Service.
21780 Northwestern. Tower 1.

Scate 1120. Southfield 537-6990

RECEPTIONIST

RECEPTIONIST
TYPISTS
STENOS
OFFICE CLERKS
SWING INTO SPRING, Short of
long range assignments. Never
fee, Good hourly rate. Immediat
openings. Call Elaine. 569-6144

Specialisa expert company.

BLLINGUAL (Spanish-English) Secretary/Apples. Some experience required. Southfield expert com-332-8028 SUBURBAN

OPPORTUNITIES

CRETARY, to 873, Fee Paid

6 S.H. Dictaphone with excellent

plog. 2 years + experience

experience.
PRIX RECEPTIONIST: 8171. For Paid. Type 48 WPM. Some experience an cert-board required. Travelers Towers.
Coll Mrs. Evens 477-9840 SUBURBAN PERSONNEL MIMMER JOS, part time help. Col-lege student or high scasol gradu-sio, experience in typing and light bookscaping. Between SAM-17 M. 256 Mil.

504 Help Wanted Office-Clerical ECRETARY, good typing, good in talephone, \$115 per week.

PARTIME
SINDERIS & TEOCHERS
EARN VACATION \$\$5
Register early for summer job.
Register early for summer job.
Level of the control of the control
Level of the PART TIME

Lact Personnel Department.

ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
15 Mile & Farmington Rd.
553-2000

EXECUTIVE SECRETARY for
Manufacturer Rep., full-dime, typing, shorthand, bookkeeping, Noyal
Onk area.

GENERAL OFFICE WORK
Part-time for Evenings & Week
ends. Will train. Cashier caperience belpful. Apply: Lasky-Park
Furniture, 29053 Plymouth Rd. LEGAL
SECRETARIAL
ons open in prestige downfirm. Only qualified need
Salaries open. All positions PREFERENCE

INSURANCE GROUP
CLAIMS EXAMINER
Challanging opportunity for an experienced claims person. Minimum J years experience with group claims disability and life. Experience with hospital, medical amegical claims desirable For information, please contact Personol Department. PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TILS WECKENDS TILS
SECV.RECEPTIONIST
Accurate typing and excellent
phose voice. Livonia area. 281420
RECEPTIONIST. Intelligent &
starp Typing & bulling scorrence.
Liday. 40 hour week. Full benefits
to year established office equipment company. 1477 W 7 Mile
Rd. W of X-was. Department.
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
12 Mile & Farmington Rd
553-2000

SECRETARY

EXECUTION SCIENTIFICATION OF Health Corp. Jocated in Southfield 1 gri office Individual must be mature, represented, positive seedled See with professional demeanor & ability to work with high level professionals. Excellent salary & ben-chits Send remune to Box 330. Do server & Eccentin Newspapers. 32033 Schoolcraft, Luvons. Michigan 40152.

BKKPR-BILLER Auto Experience preferred for fast-growing dealer in U-vonia. Call affice manager. 425-3311

SWITCHIONARD RECEPT

OR 1987 PR. 1974 CH 1014

Dickery at 1974 CH 1014

Iron SAM-IPM
ACHINE
SCOREIARY
For Executive of this Tray conpany Typing and shorthand exect
sary Excellent apportunity for ambitious person Salary 1800, plat
before person Salary 1800, plat
before person Salary 1800, plat
before person Salary 1800, plat
portunity for anothious, accurate
Typist 1800-8800 to start. Plat Service
FEE PAID
PREFERENCE
DEDESCRINE

PREFERENCE
PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TILS

WEEKENDS TILS

ECRETARIAL & General Office ature woman with current work perience. Friendly telephone anner, good with figures. Excelmanner, good with figures. Excel-lent fringes & working conditions. Eastern Oil Co., 707 E. Lewiston. Ferndale

mdale.

UTHFIELD AREA, one gi
ice, Bookkeeping, shorthand, ly
Real Estate or property ma
ement helpful.

\$57-15

Troy Beginner

\$650/Mo. revious work experience Famous Troy firm was a bright high school grace ong skills in very responsit a. Good math aptitude ability more (moortant th

Good math aptitude and bility more important than noe. Full fringes. P ENT STAFF, Personnel. 388-8900

SECRETARIAL and general office mature woman with current wor experience. Friendly telephon manners, good with figures, exce-lent fringes and working coold-tions. Eastern Oil Company, 707 E Lewston, Ferndale.

Lewiston, Ferndale.

CLERK-TYPIST. Mortgage Company localed in prime Southfield location is looking for individuals for their Loan Administration skills in addition to basic compensation, we offer excellent fringe benefits. For appointment, care Mrs. Farthalm 253-4600

Exec's Helper W. 9 Mile \$850/Mo.

coviegage of shorthand help is speed not really necessary. Go has offices will make every wor y a delight. Good typing imp it and organizational ability it. Big. fast raises. PE INENT STAFF. Personnel. 388-8900

SAS-89/UV

CERK TYPIST for small office.

Rochester area. Will trials, in a consistency of the consistency o

REAL ESTATE OFFICE CENTURY 21 ND KEY HO. 1 Mile 255-2100

excellent typing skills, expa helpfal. 255-6308, Ext. 173 ACCOUNTING CLERK Thru Trial Balance, Payrell rience, Good Salany, great benefits. ELKIN TOURS

Farmington Inventory \$750/Mo.

GENERAL OFFICE BACKET STREET S 388-8900

504 Heip Wanted Office-Clerical

504 Help Wanted Office-Clerical

SECRETARY-RECEPTIONIST oung, aggressive Troy based fi-ceds sharp young lady for imme te opening. Excellent salary. To skills a must. Excellent opportu-nity. Contact Tom LaPade, Tru-Green Corp. M2-3150

ACCOUNTING CLERK
Requires accounting experience,
deaire to learn and initiatis
Report directly to General Ma
ager. Typing and 16key calculat
tabils required. Firm in Fars
ington Hills Bend resume and as
ary history to Box 318, Observer
Eccentries.

PERMANENT PART-TIME

PERMANENT PART-TIME

Must Type, be good in basic arithmetic. Hours 3 AM-3 PM. Call
before 4 PM.

RENCO OFFICE EQUIPMENT
SOUTHFIELD 258-8000 GENERAL OFFICE

Applicant must possess spitute for figures and ability to type 45-99 WM. Insurance experience being formation, please contact Personnel Department Alexander Hamilton OF, AMERICA 13 Mile & Permission OF, AMERICA 13 Mile & Permission Rd. 553-2000

LEGAL SECRETARY
Birmingham haw firm needs secretary with good to excellent typis skills, dictaphone experience & least 2 years office experience Call: 62.26 SECRETARY
Shorthand & Typing
Real Exist experience preferred
557-0770. (Eves 569-2758)

Department.
Alexander Hamilton
LIFE INSURANCE CO.
OF AMERICA
12 Mile & Farmington Rd
553-2000

ager. Keep records on production and shop attendants, good in math some typing. HSG, salary, goo benefits. Apply: H. O. Trerice Co. 1250 W. B. Mile, Oak Park.

OFFICE clerical position in expansing company open to qualified person. Typing essential and background in Accounts Receivable an Payable helpful. Wages commendate with experience. Southfield. Ask for Mark Roberts.

553-2000
HEAD BOOKKEEPER Experienced in peg loand system. East-side Detroit Furifiture Store. Good wages and benefits. Call between 10 AM and 6 PM, 522-3200 (After 6 PM, 516-823) CREDIT CLAIMS
EXAMINERS
1 to 2 years claims experience, ability preferred typing deal Excellent working conditions. I too and benefits For further it mation, please contact Person Department.

PM. 916-8028)

SECRETARY

Mature. efficient person needed with figure aptitude and good typing skills. Company benefits. Call Anita DeGeorge at: 322-4209

An Equal Opportunity Employer

An Equal Opportunity Employer

INSURANCE

DATA PROCESSING CLERK
Desirable undwidnat should have
typing athill of 38 yeps and some
familiarity with Marchine Processing, Mathematical ability also recensary. Excellent benefits Silary
connectionates with ability and exRELANCE INSURANCE CO

6.64,-4300

An Equal Opportunity Employer

An Equal Opposition, TRAINEE High school graduate, 10 control, JCL Verification, some COBOL programing, excellent benefits. Southfield area. For appointment call 133-1209

EXEC SECRETARY for Troy firm, excellent typing and shorthand required Salary, 5500 to \$1,000, plus benefits, fee paid SECRETARY/ RECEPTIONIST for Birmingham firm Good typing required shorthand and stat typing helpful, but not necessary. Salary 1706-1800 month plus benefits Fee Paid

LEGAL SECRETARY for Bloomfield Hills firm, good typing and legal experience required Memory typewriter experience helpful. Salary, 4200 month plus benefits. Fee Paid.

ACCURACY PERSONNEL

H2:3050 338-2019
TROY SALES Office, needs out going Receptionist / Secretary Good typing shills, and pleasant phone personality essential. Expenses in Furniture Industry beloful Part-time Brs. to start becoming full-time. Please call Bea. Between SAM-10AM or SPM-4756. PERSONNEL CLERK Experienced at hiring, lay-off and re-call procedures. Administrative responsibilities include: workmen's comp, unemployment, hourly pay-roll and related record keeping Good fringes, Farmington area (55-4550)

ACCTS. PAYABLE

Clerk-Typist

Experienced with good typing, dic-taphone transcribing and filing-skills. Executed benefits and work or conditions and filing-skills. Executed benefits and work or conditions and the second typical Southfile Southfile Southfile An equal opportunity/affimative ac-tion employer.

um employer.

IMMEDIATE OPENINGE Reliable person with some mathematical spitions for purchasing department of the person with some mathematical spitions of purchasing department. Dates include byping, follow up, inventor# control. qualifying invoices; et. ALO require a clerk Saday employment. Company paid friage brenits Orchard Late Rd. Farmington Hills.

354-8735

LAW FIRM in Northville desires permanent part-time employee capable of excellent typing and dic-tation machine qualifications. Write: P.O. Box 600, Northville, Mi. 44157

quest.
CHALLENGING POSITION for Secretary with top skills in Troy Data
Processing Firm. Salary based or
skill - experience. Call Sugar
Bavette 279-430

RECEPTIONIST
have a pleasant personality
and are willing to learn. Lil
860 month. Call Sand

EXPERIENCED Insurance Gal-Hours: \$-5. Mon. - Fri. Personal lines. Farmington Hills. 628-9735 CLERK TYPIST

You're Terrific

And at Mutual Benefit we ap-preciate skilled and dedicated workers just like you. Your good typing skills, familiarity with office procedures and equipment and pleasant per-

The Mutual Benefit Life Insurance Co. Equal Opportunity Employer M.

POR AMBION & Aggressive per control of the control

Accounts Receivable Gerk, ex-perienced only. EDP knowl-edge. Full-time, permanent, position, Novi area. Call Miss Harrier weekdays between 10 AM-3 PM.

RECEPTIONIST

SECRETARY, I girl office home, dase opening, aborthand, syping, If the symmetry of the symmetr

EXEC. SECRETARY TEMPORARY

Typists
Dictaphone
Switchboard
Key Punch
General Office Skills

Work where you want and where you want. For your convenience we have 2 interviewing offices

WITT Services

PRIVATE

PRIVATE

PRIVATE

SCRETARY

O president of prominent South
field based Real Estate Corp. Position requires top technical salia,
as well as tach, poise and maturity,
Send resume to: Box 280, Observet
& Eccentric Newspapers, 3833
Schoolcraft, Livonia, Michigan
41194.

Stenos **Typists** 

25049 5 Mi. at Beech Daly 28256 Ryan Rd. at 12 Mile Free 24 Hr. ccident & Illness Protection

**MANPOWER** TEMPORARY SERVICES

An Equal Opportunity Employer

LEGAL SECRETARY

Active Sentificate law firm special

into longer and sub
regardination between and Sub
into longer and sub
regardination between and Sub
regardination between and Sub
regardination between and Sub
Pleadings & Legal Procedure

Pleadings & Legal Procedure

28-566 RETPUNCH OPERATOR
Santhleid area, full-time, afternosms, 120 or Univer, experienced
enly, Call Ellenn,

TEMPORARY OR PERMANENT WE NEED IMMEDIATELY Legal Secretaries - Typists - Oxe mercial & Personal Lines girls

506 Help Wanted Sales 504 Help. Wanted Office-Clerical

CLOSER anta-sea Swim Center

2560 Grand River 2 Blocks E. of Telegraph 255-4510 Experienced, for busy store Farmington Area 477-5284

Licensing

American 4/8-5613

Canyasser siding
Must have car and be a good
worker Top pay 31/3041

EXCELLENT opportunity for salesperson with right qualifications to
advance into store management of
well known women's appared chain
Call Mrs. Huschinson. 275-2237

THOUGHT ABOUT SELLING REAL ESTATE? WE HAVE MANY NEW AND EXCITING PROGRAMS IN PROGRESS WE KEEP...

557-6700

Division of ANCHOR POST PROD., INC Anchor Fence Co. An Equal Opportunity Employe Chamberlain LATHRUP VILLAGE

506 Help Wanted Sales

FRFF **REAL ESTATE** 

If you qualify for this unique opportunity, we will frain you absolutely FREE for a career in real estate sales whereby you could earn up to \$20,000 first year. For more information, call

GARY COOK

THE DURBIN COMPANY



CAREER **OPPORTUNITY** 

🚣 Real Estate Onc.

**REAL ESTATE SALES** 

A Prestige Gareer Opportunity in Real Estat The very successful Southfield-Lathup Offic The Durbin Company, Realtors has one openit tus Sales Staff, We are looking for a person wit committed to a full time Real Estate Career, outstanding training program, effective more outstanding troising program, effective more programmed on the company of the co

559-8181

THE DURBIN COMPANY REALTORS



502 Help Wonted Dental Medical

Prints call M7-4738

DENTAL RECEPTIONIST

Livosia area, full-time, experience
in insurance forms, general schedusing and light bookkeeping perferred. Salary and benefits negotiable with experience. 281-7811

Full-time Charge Nurse, days And LPN, 3-11 PM relief. WISHING WELL ington.

EXPERIENCED Legal Secretary wanted for Southfield Corporate and lass firm. Must have good shorthand, dictaphone and lyping sattle.

204-2256. MANOR NORTHVILLE 349-4290

Livonia

Dr's Aide \$450/Mo known Livonia Specialist will outgoing, pleasant high school to work with patients and X-rays. Salary increase after ing. PERMANENT STAFF world

TYPIST for small Birmingham Design office. Must be experienced a type technical specific course to type technical specific course to the proposed of control of the course of the course

Legal Secretary

J30-/J3/
VICTOR TEMPORARIES
Ask About Our Bonus Plan
SWITCHBOARD RECEPT
Cord style PRX. typing 46 to 30
wpm. Company benefits Call Anta
DeGeorge as 352-350 cations accepted with approved ref-erences. APPLY TO. PERSONNEL DEPT PONTIAC OSTEOPATHIC HOSP. 50 Perry St. Pontioc, Mich. 48058 338-7271 Ext. 262

RNS & LPNS
STUDENT NURSES
Immediate positions available
all shifts at modern, extended or
facility in NW area. Call Nurse
Director cambridge nursing center, west 255-1010

ZDD-1010
DENTAL Hygienist wanted for a day week in down river group practice. Top guarantee and commission. Office 20 to 30 minutes drive from NW or Birmingham area \$228-094 PTOMETRIST ASSISTANT-

NURSE AIDES

sda. FARMINGTON NURSING HOME 20125 Folsom Rd Farm. 477-7400 477-7400

FULL-TIME receptionist needed for basy surgeon's office in Berk-ley Experience preferred Send raugus to Box 280, Observer & Eccentric Newspapers, 34335. Schoolcraft, Livonia, Michigan 48156.

NURSE'S AIDES: Full-time, all shifts. Apply to person, University

SEVERAL C.R.N.A.'S

Instier and Middletch Reade)

MI shifts Full or part-time Good wages and broefits, pleasant surtime of the shifts of the shift

eeded immediately for out atient surgical center associ ted with Botsford Genera lospital in Farmington. CONTACT E LIANA 355-4423 RSES AIDES - all shifts, full or 1-time, will Irain. Apply: Hen-Convalencent Center, 105 Hag-ly Rd., Plymouth. A Merit System-Equal Opportunity And Affirmitive Action Employer

DIRECTOR OF NURSING for RN with supervisory back-and. Will train for exclusive me-n sized convalencent center. Ex-tent zalary and benefits. Am Help, Help!

NURSE AIDES
FULL OR PART-TIME
MIDNIGHT SHIFT
Apply IS PRICED Delivers 2 6 P PM
FRANKLIN MANOF
CONVALESCENT CENTER
352-7390 DENTAL TECHNICIAN Experienced fleishers & waxers to crown & bridge lab in Southflei 287-121 ORDERLIES
shifts. Experienced preid, but will train. Apply

Darvin Nursing Convolution Conter (70 Morioci, Livenia 476-0550

RNSLPWSAIDES
Reside translationly for part-time and not find the posterior CM Reside Care I. N. Oesed & Operated RN Oesed & Operated

HYGIENIST for Tuesdays, School-craft-Telegraph area 5344880 EXCELLENT Experienced, mature typixt for small office in Carden City area. Send resume to Box 314. Observer & Eccentric 388-8900 GRADUATE NURSES NEW HIGHER STARTING RATES
We have shifts to meet your needs
We have shifts to meet your needs
the day, afternoon. & middight
shifts, Full-time positions available

PERSONABLE Secretary for Bir-mingham insurance agency, good typing, typist with dictaphone expe-rience. Rhowledge of insurance helpful, good starting salary, 646-0099.

property and casualty secretary underwriter for progressive agency Call 348-1270 SECRETARY-RECEPTIONIST

reeping required For further nation and personal interview

ure woman for general af-work; reliable, pleasant phone manner, good of-skills. Southfield area. rs. 9AM - 1PM. 358-3777

SECRETARY - With general office & bookkeeping experience for small accounting & law office in Lathrun Village. 559-631) BOOKKEEPER Full charge, for growing retail chain, salary open 56-260

cas personnes, experienced in per-sonal lines insurance. Rating and typing skills are required Farm-ington area. 478-0330

SUNNY GIRLS TEMPORARIES EXPORT ORDER Documentation Specialist needed for Southfield

504 Help Wanted Office-Clerical

INS. CREDIT CLAIMS SUPVR

133-1209

PROGRAMMER
1-2 years experience. COBOL: 0. S. Progressive Southfield firm. Excellent benefits. Submit resume to: P. O. Box 300, Southfield, Mirchigan 68037

REALTOR'S Office requires Sum mer help. Pleasant dress and man ner, typing, filing. 548-500

ADMINISTRATIVE ASSISTANT with good business background and secretarial skills for Southfield executive. Very nice bost travels a lot, wants you to run his business National corporation offers outstanding benefits. Salary \$15,500 to \$11,100 with good fee arrangement.

LEGAL SECRETARY - For corpo-rate offices in Troy. New position requires legal experience and good skills. Outstanding benefits and beautiful new offices. Salary \$866 to start and fee paid. STATISTICAL CLERK For bead offices of large company located in Troy. General clerical dutes ples compiling and analyzing of statistical reports. Salary \$700 to \$800. benefits and fee pand

**ADAMS** & MARTIN PERSONNEL 920 E Maple BIRMINGHAI 646-5600

IMMEDIATE OPENING
Experienced Typist, full-time.
Familiar with Sales contacts, Purchase orders, Letters, Answering
phones, Farmington Area. Call for
appointment. 478-3600 EXPERIENCED SECRETARY & Assistant Bockkeeper. Full-time. Farmington Area. Call for appoint-ment. (71-3600 GENERAL OFFICE
Receptionist with typing and
filling. \$2.50 per hour. Birmingham real estate office.
646-2400

FULL TIME SECRETARY, good
typist. Minth share disciplose expetiones. Cood benefits. Frininger,
filling area. Call Ideal.

INVENTORY & ORDER CLERK wanted for retail chain located in Southfield, Good with figures, expe-rience belpful but not necessary. Excellent wages. Fully paid Blue Cross & Proill Sharing. 338-1181 GENERAL OFFICE Diversified - typing, knowledge of bookkeeping to work with receiv-ables in property management of-fice. Northiand area. 588-5555

Sond resume including sourly as tory to: Bux 278, Observer & Ecces tric Newspapers, 36251 Schoolcraft Livenia, Michigan 66180.

P.

your knowledge and then train you to perform other in-teresting and diversified duries. Your day will be challenging and you'll enjoy operating the control of the control

MATURE Secretary with excellent office shila. Adaptable to varied responsibilities. Must have recent references. Full-time. Northland area. American Gri Uniform. Ask for Mr. Goldberg. 565-200

BOOKKEEPER

SECRETARY
A Dynamic, growth oriented builder/developer has an outstanding career opportunity for individual interacted in a challenging, diversified position with unknowing control of the position requires intelligence, energy, ability to work well with people, as well as good secretarial skills. Send resume to: Needed by Bloomfield Hills tool Estate company, 9 AM - 5 PM, Must type, Call Mrs. toppi, sume 10: Herman Frankel Org., 3475 Lo Pune Road, W. Bloomfield, 48033 647-5950

Pane Road, W Blomfiest, no. 2

CENERAL, OFFICE
CHET-Spits for Troy sales office
Must be accurate typis and have
experience in general office procourse from the control of the control o

COLLEGE STUDENTS & TEACH-ERS register now for summer work Secretories

Busy accounting area offers \$435 \$735 start for just light bookkeeping experience. Top benefit plan in ter-rific location. Call \$20,4500. Your New Boss Pays Our Fee' HARRIET SORGE PERSONNEL interesting work. 384-507

LEGAL SECRETARY for Northville office. 7 years recent legal
separate required, Must be pictured, Must be pictured. Must be pictured to the picture of the pic

Snelling & Snelling PERSONNEL

COMPUTER DATA Entry operator, 2rd shit, should be lamiliar with system 3 Model 15 and 2078 series CRTs. Salary commensurate with ability. Send resume to: Little Professor Book Centers. 2330 Capital, Liveria. Attention: Operage Conquest.

SALES incident will train an ambibous individual to handle distributor accounts nationwide. Two years college minimum. Able to communicate and willing to travel. Good starting saleary and benefits. Call Mr. Tal. Pontiac. 1-338-9271. tiac. 1-338-2271

EXPERIENCED aggressive salesperson to work in retail flower
shop in Southfield. Full or parttime, includes some evenings and
weekends Call John. 333-1830 INTERESTED

Fence Salesman

Excellent opportunity for rienced salesman in both re-tial & commercial fence. Lead nished. Full-time or part-tin

SALES HELP busy wallpape

MANAGEMENT TRAINEE

DIRECT SALES

New Cadillac

FURNISHED National company needs you loday, we need young people to call or business and professional prospects, fantastic training program, 120,000 on up first program, 120,000 on up first

646-9870

vour Own Agency, Farmers Insurance Group We offer com-plete training program in all types of insurance Continue present job while starting your own agency on

80 year old manufacturer has open ings for 6 salesmen in its highly successful sales force For qual-ified men we offer

INTERESTED
IN SELLING
REAL ESTATE?
Get complete details on politions open in Chamberloi
greater Western-Wayne of
fices by colling:
FRED MADLEY
RECRUING CORDINATOS
455-5200
chamberlain

CALIFORINIA BASED TELEPHONE SALES OPERATION IN FARMINGON HILLS WO

PROFESSIONAL

SALES MANAGER

LAST CHANCE Real Estate

478-5613 American

**ALWAYS** 

GOING **FORWARD**  Complete Training
Protective Territory
High comm., paid weekly
Insurance
Local & National Advertising
Opportunity for Advancement For Appointment call Mr Lands. Sales Mgr 532-6102

TRAINING

