500 Help Wanted

$3 Per Hour
LIVONIA AREA

We need men and women for warehous work. 40 hours plus overtime. Good hours, merit raises.

Call or apply a :
Somebody-Sometime
429 Village Plaza
Dearborn
565-3500

502 Help Wanted Dental-Medical

DENTAL ASSISTANT, West Dearborn, full time, for pleasant congenial office. Experience preferred. Non-smoker. Benefits 563-2610

X-RAY TECHNICIAN, experienced for busy office, Bloomfield Hills. Enjoy working with latest equipment. Duties also include typing reports and some general assistant duties. Competitive salary and benefits. Resume to Box 554, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDES
Work days & hours of your choice. Private homes, hospitals, nursing homes. Live-in work available. Car & experience necessary. Top pay, no fees.

TEMPORARY
HEALTH CARE SERVICES
Detroit, 835-5400
Pontiac, 334-2590

NURSE AIDES
ALL SHIFTS, Immediate openings. Good pay and benefits, pleasant surroundings. Apply 8 AM - 3 PM, Monday through Friday, Linda
FARMINGTON NURSING HOME
30465 Folsom Rd. Farm.
477-7400

NURSES AIDE POSITIONS available at Westland Convalescent Center, 36019 W. Warren, ¼ mile W. of Westland Shopping Center. We are looking for dedicated caring people who enjoy a challenge. We have a lovely work atmosphere and there is no experience necessary. You will earn as you learn. Please stop by any day, Monday thru Friday till 4 PM.

LPN-RN
AFTERNOONS
FULL & PART TIME
WESTLAND
CONVALESCENT CENTER
728-6100

DENTAL RECEPTIONIST - Assistant for specialty practice, Birmingham area. Full or part time, previous experience in dental office necessary. Excellent benefits. 647-7729

EXPERIENCED MEDICAL Assistant for busy doctor office, experienced with lab & injections. Livonia area 478-7739

RECEPTIONIST
We are currently seeking a Receptionist to work in our emergency room. This position is 16 hours per week on our midnight shift and requires the ability to type a minimum of 45 WPM. Interested applicants please call the personnel department
METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

MOVING SALE, Maple & electric stoves, Maple dinette set, bar & 2 stools, much more. Everything must go! Sat. & Sun only, 9-4. 532-2378

DIETARY SUPERVISOR
"ON CALL"
We have an immediate opening for an "On Call" Dietary Supervisor. Prefer candidate with Associates Degree in Food or Dietetic Technology. If you are interested in working only now and then, this is an ideal opportunity for you. For more information, call the Personnel Department.
METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

RNS - LPNS
Your Passport
To Freedom
Your Choice Of:
ASSIGNMENT
HOURS
AREA
Part time or Full time
Top Wages
Outstanding Benefits
MEDICAL
PERSONNEL POOL
800 North Woodward
Pontiac, Mich.
334-9220

502 Help Wanted Dental-Medical

ACCREDITED Records Technician
Medical records (A.R.T.) afternoon position, occasional weekends and holidays. Coding, abstracting, and/or analysis. Some supervisory duties. Excellent wage and benefit program. For details, contact Personnel Office.
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Ext. 277, 451-3200
An Equal Opportunity Employer

NURSES AIDES
Part time or full time assignments in your area.
Top Wages
Outstanding Benefits
MEDICAL
PERSONNEL POOL
800 N. Woodward
Pontiac, Mich.
334-9220

MEDICAL ASSISTANT - Doctor's office, Troy. Full or part time. Will train mature & dependable person to assist doctor in patient care, also in business office procedures. Good hours & benefits. Call Monday thru Friday between 11AM-2PM. 271-6118

DENTAL ASSISTANT, experience desired. No Saturdays. Bedford-Dearborn Heights area. Call Monday thru Friday. 937-7968

AIDES & ORDERLIES, pleasant working conditions. Fringe benefits. Bedford Villa Nursing Home, Southfield 557-3223

RN - Excellent working conditions. Fringe benefits. Bedford Villa Nursing Home, Southfield. 557-3333

Psychiatric Attendants
All shifts. Apply in person:
Ardmore Acres Hospital
19810 Farmington, Livonia

RN
for Head Nurse position, day shift. Experience in Psychiatric Nursing necessary. Apply Mrs Sparling.
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

NURSES AIDES & HOUSEKEEPING
ALL SHIFTS
$2.25 TO START
Apply in person
Whispering Willow Manor
29650 W. Warren
Canton 459-7060

PHYSICAL THERAPISTS
Immediate positions, excellent growth potential. Top Salary plus benefits. For interview Call 644-4134

HOSPITAL HELP CARE
Several positions available, both locally and out-state for the following positions.
Assist. Food Service Dir. To $12,500
CRNAS, To $25,000
Dietitians, To $11,500.
Director of Nursing, To $29,000
Med. Records Director, To $20,000.
Med. Transcriptionist, To $11,000
R. Supervisors, To, $22,000
Outstanding benefits are also offered for all positions. Fee paid. Call Cindy Shortt

American
Personnel Agency 355-5526

OCCUPATIONAL THERAPIST
Experienced, pleasant working conditions. Excellent benefits. 644-4154

PHYSICAL THERAPY ASSISTANT
Experienced. Immediate position, full or part time. Royal Oak Area 644-4134

NURSE AIDES, you are wanted and needed at a 7 AM to 3:30 PM NURSE AIDE at a small convalescent center located at 24350 Ann Arbor Trail near Wayne Rd. in Livonia. Please apply in person 9 AM to 3 P.M. Mon. thru Fri

DENTAL ASS'T
Attractive smile, pleasing personality. Challenging position and congenial. Multi-staff office in Plymouth. Experience preferred. Send resume to Box 528,Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

CHAIRSIDE Dental Ass't-Receptionist. Full time. Recent grad or experienced preferred. 476-4616

RECEPTIONIST for DR's office, typing experience, Sinai Hospital area. 538-7900

HEALTH CARE I INVITES
TROY & PONTIAC
RN'S - LPN'S TO
Join the team of professionals and join the best of 2 worlds - raising a family and pursuing a career. Highest hourly rate paid for working the shift of your choice - 1 or more days a week or month. Hospitals and nursing homes in Troy, Pontiac, Rochester, Royal Oak, W. Bloomfield need your professional services. Come in and discuss your future with us. For your convenience - 2 locations - Southfield, 17000 W. 8 Mile, 565-5781; Pontiac, 75 W. Huron, 338-6880

DOCTOR'S OFFICE. Assistant Wanted. Experienced in injection, xrays's & vetapuncture. Approx. 30 hrs. Good salary. 538-5601

RN
Part time, oral surgery office, Birmingham area. Call between 8-4 647-7236

ORTHODONTIC Assistant, Birmingham, full time. Young and enthusiastic. Must type. Experience preferred. Will train. 644-4334

NURSE Needed to care for sick relative in the home, Nights & some evenings. Flexible. Northville Area. 349-0863

DOCTOR'S OFFICE needs girl experienced in general office work, insurance, for full time position. Salary negotiable. Call 855-4241

NURSE AIDES
Full time, all shifts, experienced preferred but not necessary. Apply in person.
WILLIAMSBURG
CONVALESCENT CTR.
21017 Middlebelt, Farm.
Between Grd River & 8 Mile

RNS or LPNS
Full or part time, days or afternoons. Apply
WILLIAMSBURG
CONVALESCENT CTR.
21017 Middlebelt, Farm.
Between Grd River & 8 Mile
476-8300

NURSE AIDES ORDERLIES
Experienced or will train for rewarding career in nursing. Good salary and fringe benefits, excellent working conditions.
Apply in person
GEORGIAN BLOOMFIELD
2975 Adams Rd. corner 16 Mile

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST for busy clinic. Experience with Blue Shield, Medicare, Medicaid. Call Peggy between 12 Noon-2PM. 557-5660

C.O.T.A. or O.T.R.
Needed for small psychiatric hospital. Experience preferred. Ask for Mrs. Ettinger, O.T.R.
474-3410
474-3500

MEDICAL RECEPTIONIST - Secretary, with 2 years medical office experience, & good typing skills, for busy Southfield Doctor' Office. Monday thru Friday. Fringe benefits. 569-2369

PHARMACY DISPENSARY TECHNICIAN
Individual to assist Pharmacists in dispensing drugs to hospital patients and nursing units. Previous hospital or retail store experience in drug dispensing and inventory control desired. Math aptitude and typing skills at 35 wpm. necessary; completion of pharmacy technical course desirable. Excellent salary and fringe benefits. Qualified applicants may apply in person, Monday, Tuesday or Wednesday, 9-11: 30 AM and 2-4 PM; or call Mr Jones, 894-8082.

HARPER-GRACE HOSPITAL
Harper Hospital Division
3990 John R.
Detroit, Michigan 48201
Equal Opportunity Employer M/F

Registered Physical Therapist
WEST BLOOMFIELD
Henry Ford Hospital is currently seeking a THERAPIST for a part time position in its West Bloomfield facility. To qualify, the successful candidate should have a minimum of 1 year of recent work experience. Registration and state licensing are a must. Salary will be commensurate with experience and educational background. If you are interested contact; Mrs Seals
Henry Ford
Hospital
EMPLOYMENT CENTER
2800 W. Grand Blvd.,
Detroit, Michigan
876-1811

PHYSICAL THERAPIST Aide, part time. Bloomfield Hills. Call 644-1180

TECHNICIAN, private lab, Livonia area. Saturdays only, experience blood drawing and hematology. Reply to box 504, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT
Some experience needed. Northville - Novi area. Please call between 9AM-5PM. 348-2430

X-RAY
CHIEF TECHNICIAN
Full charge chief technician position available in busy private X-ray clinic located in Dearborn. Position requires that 80% of time be spent doing techniques. Only 20% necessary for Supervisory duties. 5 day week. No nights or Weekends. Previous supervisory and hiring experience preferred. Registration required. Starting salary in upper teens. Annual review. Fully paid Blue Cross, life, and disability insurance. Leave days and liberal vacation policy. Generous retirement/profit sharing and medical-dental plan after waiting period. Excellent long range position with assured future for hard working aggressive individual. Send brief resume to: Box 2 Erik Harris, Bikhill Wang, Songe & Associates, P.C., 1435 Park Lane Towers, Dearborn, Michigan. All replies confidential

CONFIDENT, experienced, optem, ric assistant for Livonia office. 421-5740

ANIMAL hospital assistant, part time, apply in person weekdays 1-6 P. M. Saturday 9-12 noon, 17036 W. 12 Mile, Southfield

RN-LPN Nurse Aides
ALL SHIFTS
FULL & PART TIME
CAMELOT HALL
33104 Ann Arbor Trail
Livonia

MEDICAL ASSISTANT
OPHTHALMOLOGIST Office
Experience beneficial but not necessary. Fringe benefits. Send resume to Suite 1, 2700 No. Woodward, Bloomfield Hills, Mich. 48013

DENTAL RECEPTIONIST, full time, permanent long term position for a neat, personable & intelligent girl in Livonia. Specialist's office. Must be experienced. 261-7801

PHYSICAL THERAPIST
Full or part time for Farmington area. Must be registered. Send inquiries to P.O. Box 548, Farmington, Michigan, 48024

DENTAL ASSISTANT - As insurance secretary, bookeeper and office manager for large dental group-Detroit. Maturity, responsibility and secretarial skills required. Good opportunity for right person. Send resume to Box 466, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST
Ophthalmologist's office needs to supplement present staff. Experience required. Send resume to Suite 1, 2700 N. Woodward, Bloomfield Hills, Mich 48013

RN or LPN
PART TIME-MIDNIGHT SHIFT
GOOD BENEFITS
NEAR LIVONIA MALL
CALL 476-0550

504 Help Wanted Office-Clerical

SUBURBAN OPPORTUNITIES
SECRETARY, to $900. Good shorthand and typing. 3 to 5 years experience. Excellent benefits Novi area.
SECRETARY, to $750. Dictaphone, good typing. Sales office. Good telephone voice. Farmington.
SECRETARY, to $800. Dictaphone with 2 years+ office experience. Sales office in Farmington Hills.
JR. SECRETARY, to $400. Company will train. Light S.H. Southfield.
CLERK TYPIST, to $650. Strong telephone experience. Type 50. Will take someone returning to work. Tel-a
ACCOUNTS PAYABLE CLERK, to $750. 2 years + accounting background. No typing. Novi area.
EMPLOYERS PAY ALL FEES
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

CLERICAL
Bookkeeping experience or education for general office work. Apply in person. Ask for Irene Hammers.
LIVONIA VW, 34501 Plymouth Rd., Livonia.

504 Help Wanted Office-Clerical

SECRETARY
Typing & bookkeeping required. Troy Area. Young female preferred 879-2020

IMMEDIATE Full-Time Positions
CLERK-TYPISTS
If you like to type, file, do figure work & varied office assignments, we are a sure to have a position to interest you.
Birmingham location Excellent employee benefits & promotional opportunities Call Vicki Sata for appointment 645-2700
LIBERTY MUTUAL
INSURANCE CO
(Telegraph at 12½ Mile)
An Equal Opportunity Employer

SECRETARY
Looking for a challenge? Opportunity for ambitious, intelligent individual with excellent shorthand and typing skills. Position demands perfection and much responsibility. Salary commensurate with experience and abilities. Excellent benefits. Southfield area. Call us.
353-3299

MATURE GAL FRIDAY
With Tool & Die background Some bookkeeping experience. Posting to job cost sheets and related work. Wages open. Farmington Hills area Apply
Wolling Tool Co.
22445 Industrial Park Dr.
Farmington Hills

A GREAT JOB III
Fee Paid. If you can handle a variety of duties and want a super salary, call and let us tell you about this outstanding opportunity!
TYPIST TO $800
Fee Paid Great spot for the sharp individual who can type 70 wpm and wants to fit into a fabulous situation. Call now! !
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SECRETARY
Typing 65, shorthand 80, previous office experience desired. $155 per week-full benefits. Southfield. Contact Miss Folsom 356-7900
An Equal Opportunity Employer

ENTRY LEVEL BILLING CLERK
For marketing/distribution facility serving the automotive industry. Applicants must be aggressive and self-starters. No prior experience required but good math aptitude helpful Contact: MERLE HARRIS
ADISTRA CORP.
101 Union St., Plymouth
425-2600

CLERK TYPIST I
Minimum of 1 year experience Typing 50-55 WPM. Must enjoy public contact. Salary $7,327 to $8,006, excellent benefits Applicants must be Farmington Hills residents, unemployed for 30 days or underemployed Call Personnel Office for appointment City of Farmington Hills 474-6115

WOMAN, experienced in accounting and bookkeeping and office procedures. Must be good on telephone Approximately 30 hours per week Salary open 685-0503

LEGAL SECRETARY wanted for Southfield office, knowledge of defense work desired. Call Vicki, 353-5656

PART TIME BOOKKEEPER
ACCTS. RECEIVABLE
Must be experienced in posting, invoices, credit memos, and handling reminiscence advices. Data processing background helpful. Woodward- 6 Mile vicinity. Call Personnel, Silvers Inc. 883-4410

GENERAL OFFICE help with bookkeeping and tax service, will train. Apply at 28101 Grand River, Redford

SECRETARY, legal experience preferred, full time Long Lake - Telegraph area 646-3502

SECRETARY - for small office of Southfield manufacturers reps Good skills plus sales personality and some bookkeeping ability Salary $9000 to $12,000 with benefits and fee paid

EQUAL opportunity employer needs secretaries for housing projects in Ypsilanti and Detroit Typing and figure aptitude essential. Company pays $466 and agency fee

LEARN legal ! No shorthand required to work for outstanding law firm. Excellent typing and heavy dictation experience is all you need to work in these beautiful offices with great group of congenial people Salary starts at $780 with benefits and fee paid

ADAMS & MARTIN PERSONNEL
920 E. Maple BIRMINGHAM
646-5600
DIAL-A-SECRETARY service to hear about our most recent openings 646-5641

Switchboard, Cashier General Office
Personable woman - not afraid of customer contact. Must have pleasant telephone voice. Excellent fringes Call Mrs. Grimes 453-2255

CAR BILLER
Needed immediately. Experienced only need apply Excellent fringes Call Mrs. Grimes 453-2255

ACCOUNTANT wanted to fill newly created position with growing suburban contracting firm. Degree & minimum 2 years accounting experience in construction industry is required. Excellent starting salary. Send resume to Box 525, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Equal Opportunity Employer M/F

ACCOUNTING Dept. assistant, part time. Approximately 20 hours per week. General accounting functions, typing and misc duties. Call for appointment. 261-1373

CLERK TYPIST
Must have experience in 10 key adder and type 40 wpm. To $4. per hour 548-2020

ACCOUNTING - clerk, 50 WPM typing, accounts receivable, prior bookkeeping experience. $650 plus, fee paid

EXECUTIVE - secretary, good typing, good shorthand, knowledge of payroll background, $750, fee paid.

ADMINISTRATIVE - assistant, work for VP, excellent typing, shorthand, dictaphone, assist in coordinating project, $10,000, fee paid.

LOIS RAY PERSONNEL
559-0560

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Shorthand required, Southfield Firm, Hours Mon-Fri. Call E. S. Gross. 532-1562

OPERATOR for security system, many positions available, switchboard experience helpful Openings in our Westland office. Must be able to work evenings and weekends Call 10AM-3PM. 522-1565

TYPIST
We have an opening for an individual with an aptitude for organization & accurate typing ability to handle a variety of duties in our Southfield advertising dept. We offer excellent salary $800 plus benefits & working conditions. Apply Detroit Ball Bearing Co., 1400 Howard St., Detroit.

SECRETARY-BOOKKEEPER for Southfield firm. Lots of responsibility, type 55wpm, shorthand helpful $12,000 Fee Paid.

SECRETARY for Troy area, type 50wpm, no shorthand Variety of duties $700 Fee Paid

ACCOUNTS RECEIVABLE CLERK, Beginning position with good advancement. $625 Fee Paid

Open Saturday, 9am-12noon
ACCURACY
PERSONNEL
642-3050 358-2010

•Advertising
Representatives
Trainee
•Secretary/Receptionist
•Clerk/Typist

Southfield Ad Agency is seeking bright, energetic individuals with like fast paced diversified work. Must work well with people with minimum of supervision, type 55-65 wpm accurately, be mature minded, and good with details

Call 353-2074

TYPISTS
We need typists capable of typing 50 - 60 WPM We are located in Southfield and offer an excellent fringe benefit program Please call Mrs. Mayville
557-5700
An Equal Opportunity Employer

LAW OFFICE-Southfield. Secretary with or without experience Must type well, shorthand 355-2825

FILE CLERK RECEPTIONIST
Southfield law firm needs experienced File Clerk and an experienced receptionist immediately. Must have own car. Monday thru Friday, 9AM - 5:30PM.
559-8600

RECEPTIONIST
Phsh doctors office in beautiful suburbs needs responsible, pressonable individual to perform duties. Fantastic opportunity for getting into medical field! $520 plus Call Chris
644-4600
SNELLING & SNELLING AGENCY

LEGAL SECRETARY, 1 girl office Good typist, pleasant personality Legal experience preferred but not necessary Salary open 40 hour week No nights or weekends Immediate opening Submit Resume to P.O. Box 2, Garden City, 48135

Payroll Clerk-$700
Fee Paid - Taylor
Calculate time cards needed for the data processing dept. Minimum 2 years current experience in the payroll area

Graebner Employment
Village Plaza - Dearborn
565-3502

EXPERIENCED typist for billing and general office. Berlin & Tools 2525 Industrial Row, Troy, between 14 & 15 Mile Rd off Coolidge

PRESIDENT
Of national company in suburbs desires poised individual with top-notch Executive Secretarial skills Excellent salary commensurate benefits. $12,000 - $14,000 a year. Call Debbie
644-4600
SNELLING & SNELLING AGENCY

WOMAN needed full time for small office and warehouse work. Energetic, capable of performing versatile office and warehouse tasks Dependable, good work record Good benefits, holidays. For appointment call 614-7040

IF YOU are presently looking for a job, or planning on changing jobs within the near future, call Kelly and type a minimum of 45 wpm., with 2 years work experience, please call to set up an appointment. Call Jean at Preference Personnel are fee paid by the employer
PREFERENCE
PERSONNEL
362-3420
HOURS 10-4 PM

BOOKKEEPER
For new small business Our place of business or your home Southfield Area. 559-0409

MATURE, responsible secretary-receptionist Full time Plymouth. 459-1001

BOOKKEEPER-Sales Coordinator for durable medical goods branch in Farmington. Good working hours and fringes Excellent opportunity for qualified person. Call 8 30AM-5PM. 478-6090

CLERK
Payroll Dept -Entry Level Position Part-time position is available for an individual who enjoys working with figures and can type 40 WPM The successful candidate will file, be able to handle routine office duties and enjoy detail work. Contact Personnel Office.
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

SECRETARY, experienced, for administrative headquarters of multi office Real Estate firm located in Troy Must be excellent typist & like working on a variety of financial reports Shorthand helpful but not essential. Call 643-9300

WE CURRENTLY have a full time secretarial position available. Shorthand preferred but not required. Executive office facilities, excellent fringe benefits including paid vacations Salary based on skills and/or experience. Call for appointment 357-5000
Equal Opportunity Employer M/F

AUTO DEALER wants general office clerk. Some office experience necessary. Good working conditions, many employee benefits. Call: Jim O'Brien, Mullgan of Dearborn, Inc. 274-8800

504 Help Wanted Office-Clerical

GOOD TYPIST with head for figures needed Real Estate or title work background helpful 8:30 to 5 pm. 5 days week Located in Troy Call Mrs. Skubik, 643-9452

CLERK TYPIST
For Pleasant Southfield Law Office No shorthand, but 50 wpm typing speed necessary. Prefer at least 1 year office experience
549-5335

SECRETARY
Experienced only, 84-91 per hour plus fringes Shorthand 80 wpm, typing 60 wpm, excellent grammer and spelling necessary. Applicants will be tested. 1 secretary office Oakland University area Send application to: MEA, 2200 Pontiac Rd. Pontiac, 48057
An Equal Opportunity Employer

GENERAL OFFICE
PART TIME POSITION
Good starting wage. Must be attractive and outgoing. Start immediately Call Christine. Ext. 24. 962-9851

ACCOUNTS RECEIVABLE - Inventory Control. Bookkeeping background required Position with quality furniture producer. Many locations in metropolitan Detroit. Apply in writing to Director, Interiors, Inc., General Offices, 19450 Grand River, Detroit, MI 48223

BROKERAGE SECRETARY
Insurance office - Southfield location, accurate typist, shorthand and math required Excellent salary and employee benefits Call Mrs Sternberg, Mon. thru Fri 9-4, 30 353-7744
Equal Opportunity Employer M/F

RECEPTIONIST-FRONT DESK
person to start immediately Wonderland Center Call Friday only 965-8958

EXPERIENCED payroll and office routine Retail background preferred. Pleasant office, 10 Mile, Southfield area. Mrs Rubin 569-0290

GENERAL OFFICE receptionist for office of local restaurant chain Typing, filing, some shorthand or speed writing helpful Hours 8am-4pm. Call Pam 342-6733

SECRETARY
Full time opening is available for an experienced individual who can type 60 WPM, with dictaphone experience Shorthand helpful Excellent salary and fringe benefits Contact Personnel Office
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River,Farmington
476-7600

RECEPTIONIST-SECRETARY
Outstanding opportunity to receive the salary you deserve, for your clerical skills, and ability to deal with people $1100 a month Call Diana.
644-4600
SNELLING & SNELLING AGENCY

LEGAL SECRETARY and Gal Friday Small Birmingham office Brains, education and desire - more important than experience Will train Apply 642-0750

SECRETARY RECEPTIONIST
Good typing essential, shorthand not necessary 12 Mile, Southfield Rd area 557-5050

DEMOS
MARKETING
ASSIGNMENT
YOU WILL ENJOY
Are you outgoing, neat and personable? If you are, then bring your poise, charm and big friendly smile to MANPOWER We have an exciting assignment for you Excellent working conditions and excellent pay Product demonstration helpful
Apply 9am-3pm Mon thru Fri
MANPOWER
TEMPORARY SERVICES
24755 5 Mile, W of Telegraph

GENERAL OFFICE, typing and light bookkeeping Call for appointment. Inc 532-2222

GIRL needed for all around office work Full time Some experience helpful Call for appointment 531-5438

SECRETARY
Typing, filing, related duties for college office Salary $3 50 per hour Send resume to Siena Heights College, 21700 Northwestern Hwy., Southfield, Mich 48075

TYPIST-RECEPTIONIST for a mental health clinic in Northland area 557-1009

SECRETARY WANTED for Southfield law firm Some legal experience preferred No shorthand Type 65wpm.

TYPIST, heavy phone work, type 45 wpm, for busy ad department of Livonia Publication 261-8300

RECEPTIONIST
Friendly Gal with pleasant phone personality to handle busy phones, greet visitors & assist with general office duties Full time Apply Thursday, Friday & Monday 8700 Capital, Oak Park

BOOKKEEPER
Two experienced energetic peg board systems, bookkeepers needed accounts receivable & payable, full time Apply Thursday, Friday & Monday 8700 Capital, Oak Park

SECRETARY
•TYPE 50 SHORTHAND 80
•Full benefits, fee paid
$800
PERMANENT STAFF
353-0505

TYPIST
Experienced typist, for Invacing Dept Speed & accuracy a must, calculator experienced required Apply in person, Thursday, Friday & Monday, 8700 Capital, Oak Park

SECRETARY for Life Insurance Agency Full or Part time, Life insurance experience desirable but not necessary Excellent opportunity for person with good shorthand & typing skills. Benefits full time includes pension, life insurance, & major medical Southfield 353-1760

LEGAL SECRETARY
Experienced Bloomfield Hills Firm. Shorthand required Contact Mr Blank or Mr. Lynch 642-7680

a most interesting way to earn $$
Work at your convenience and in your area
New Companies, New Experiences and New Acquaintances
TYPISTS
SECRETARIES
GENERAL CLERKS
RECEPTIONIST
For further information and a personal interview, call:
Suburbs
Delores-398-4390
Downtown
Darlene-963-5026
MATCHMAKERS
OFFICE SERVICES

504 Help Wanted Office-Clerical

RECEPTIONIST - TYPIST
MADISON HTS. desires sharp person for typing & phone Good benefits & pleasant working conditions. Call Marie before 4 PM. for interview 731-9058

SECRETARY
EXPERIENCED
Duties will include Reception, Typing, Filing, Shorthand necessary. Hours 9 AM-3 PM, 5 days per week. For information Call.
FRANKLIN
FASTENER
537-8900

EXPERIENCED SECRETARY For regional sales office of Western International Motels Southfield Call 569-4740

BOOKKEEPER WANTED
Three mornings per week, $4 per hour Call 355-7077

SECRETARY - Bookkeeper, part time with excellent opportunity, flexible hours. 533-6373

EXPERIENCED ONLY! Girl Friday needed Accurate typing skills a must! Excellent phone personality. Experience in typing purchase orders, quotations, & invoices plus if you have these qualifications. Please apply in person Allor Manufacturing, 16350 Grand River Ave., Novi. Tuesday thru Thursday, 1-5pm

GIRL FRIDAY
Challenging part time position. up to 25 hours per week for experienced secretary, possessing good math, grammar, typing and dictaphone skills and aptitude for dealing with people. Ability to take charge and work independently not needed for various administrative duties Salary commensurate with experience Southfield area Call Mr Garfield 569-1616

MAJOR JEWISH ORGANIZATION Seeking responsible Mature Secretary for exciting temporary work Accurate Typing. Good Phone Manner essential Call Mr Goldstein 354-6100

BOOKKEEPER Hours 1-5 daily. Village Oaks Commons Area Association. Novi Area Inquire at 349-0510 - 1-5 pm. or 349-5123 after 5pm

TYPING, GENERAL OFFICE Looking for accurate typist, 50 WPM with transcription experience No shorthand necessary Basic math aptitude a must Opportunity to learn computer operation Campbell Services 21700 Northwestern Hwy Suite 1070, Southfield Ms Phillips 559-5955

OFFICE CLERK
Part-time - 7-3 30 PM, Weekends & Holidays Hospital experience desired Contact Mrs Thompson, 8-4 30 PM
REDFORD COMM HOSPITAL
531-4200 EXT 47

MATURED WOMAN interested in part time work Must type and have own transportation Southfield area Ask for Nat Corporation Campbell Services, 21700 Northwestern Hwy, Suite 1070, Southfield; Ms Phillips, 559-5955

WE need a good typist that takes shorthand and has a good bookkeeping and general office background Job offers good salary, pension, health insurance and steady employment in an Oak Park steel warehouse Call Mrs Schwartz. 398-3434

WOMAN for Order Dept Must be accurate with figures and have a pleasant telephone personality Some typing Personal interview only Apply at Bloomfield Engineering, 31196 Schoolcraft, Livonia

SHIPPING & Mail Room Assistant, Need energetic, detail oriented person Accurate typing & filing skills, maintain inventory & packing & shipping Northland Area Call Inez Jadu for interview 569-6600 ex. 328

OFFICE POSITION
Immediate full time opening in our main office Interesting job opportunity for individual with typing & shorthand skills Pleasant phone voice Excellent working conditions Full benefit program including profit sharing Apply 9am-5pm 17985 Wayne Road, off Schoolcraft, Livonia

HADLEY'S
LEGAL SECRETARY wanted for 3 man General Practice firm in Troy Work will be primarily for 1 partner Good experience absolutely necessary Fringe Benefits Call 643-6654

EXECUTIVE SEC'Y
Exec level requires skilled pro for this president's office Benefits include free parking, with $850 - $900 start Put this sec's spot into your career plan today. Call 562-8900
Your New Boss Pays Our Fee'
HARRIET SORGE PERSONNEL

SECRETARY
Strong typing is the basic need here Combine this professional career attitude $225 start, working with confidential membership lists Terrific advancement opportunity Call 645-4144
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HARRIET SORGE PERSONNEL

SECRETARY
Permanent position at international headquarters located in Southfield but moving Spring 1978 to Troy
Must have typing and shorthand skills Minimum 2 to 3 years general secretarial experience
Call 569-5700 ext 222 for an interview appointment
Equal Opportunity Employer M/F

KEY PUNCH
Several permanent openings on afternoon shift International organization moving Spring 1978 from Southfield to Troy
Experience preferred Will train typist
Call 569-5700 ext 240 for an interview appointment
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GENERAL OFFICE
Applicants must possess aptitude for figures and ability to type 45-50 WPM Insurance experience helpful but not essential For further information contact Personnel Department
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
12 Mile & Farmington Rd
553-2000

GENERAL OFFICE
BUSY Livonia service department looking for "Take Charge" type person for General Office Type 50 wpm, good phone personality a must. Phone for appointment. 553-5410
GLOBAL MOBILE HOMES INC.

GENERAL OFFICE, accurate typist, pleasant phone personality, good with figures. Southfield area Call Carol 352-4747

SECRETARY
Permanent part time. Challenging position for competent Secretary with good experience. Accurate typing & shorthand required. Must be able to work independently and enjoy public contact. Pleasant working conditions. Convenient Birmingham location. Call: 8AM - 5PM, 647-7860 or after 6 PM 647-0614

502 Help Wanted Dental-Medical

NURSING SUPERVISOR
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Full time opening for registered nurse seeking a challenging leadership position in nursing. We are looking for a qualified nurse to coordinate and supervise nursing care in a health care center. Must have minimum of 2 years Medical Surgical experience and leadership potential. Contact

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