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DRS office assistant, experienced in injections.
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Work days & hours of your choice. Private home, hospitals, nursing homes. Live in work available Car & experience necessary. Top pay, no fees. resperience necessions, fees
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DENTAL HYGIENIST full time, good pay and health benefits. S Lyon area, 437-1611 or 437-3492 DENTAL RECEPTIONIST, one dentist office, Franklin Village 4 day week, some chairside assisting Pleasant personality and interest in health field Call for interview between 9 AM and 4 PM 626.6635

RN'S, LPN'S DAYS & AFTERNOONS Apply in person MEDICO'S RECOVERY CARE CENTER 2355 W & Mile Rd. 3 blks W of Lahser 255-6450

UPATIONAL THERAPIS hegistred for Mental Health Unit 6 pm to 9 pm Mon. Tues. Thurs St Mary Hospital. Contact Ka; Witinsky, OTR, at 353-042 RNS or LPNS or part time, days

WILLIAMSBURG CONVALESCENT CTR 21017 Middlebelt, Form Between Grd River & 8 Mile 476-8300 NURSE AIDES

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Full and part time, afternoons ar midnights required. No rotation shifts Good salary and fringe be efits, excellent working conditions. Apply in person GEORGIAN BLOOMFIELD 1975 Adams Rd Corner 16 Mile

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This opportunity will only come once in your career for paslary in Michagan of offered it you fit the bill Manage a three D A team and organized scheduling of two dentists Must have experience in team, four handed, in quality restorative practice Oxiland County 553-2020

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Days-Afternoons-Midzights
Apply in person FRANKLIN MANOR 26900 Franklin Rd., Southfield 352-7390

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Permanent position in business office of large group practice. Some modified billing experience, some typing and telephone work helpful, but not necessary Will train mexperienced, but promising applicant. Attend Blue Shield sphol. Good starting salary, semi-annual reviews Fully pand Blue Cross, diability and life insurance, 10 paid sick days per year, 3 weeks waca-Good starring sialary, semi-amulal previous Pull paid Biol Cons. de-reviews Fully paid Biol Cons. de-sired by the Cons. de-sired by the Cons. de-sired by the Cons. de-sired by the Cons. de-tail of the Cons. de-tail of the Cons. de-condition. Dereborn location. Seed Borgenery Jan., pleasant worker, Secretaries Newspapers. 3431 Schoolzerslet, Livenius. Michigan 1000 Dereborn location. Seed Borgenery Jan., please of the Cons. de-tail of the Cons. de-tail of the Cons. de-pendence of the Cons. de-tail of the Cons. de-pendence of the Cons. de-tail of the Cons. de-pendence of the Cons. de-tail of the Cons. de-pendence of the Cons. de-tail of the Cons. de-tail of the Cons. de-tail of the Cons. de-tail of the Cons. de-pendence of the Cons. de-tail of 502 Help Wanted Dental-Medical

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Experienced or will train. Full or part time, All shifts. Good benefits. Opportunities for Advancement.

EARN \$2.70 - \$3.35 PER HOUR

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Dental-Medical
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ANESTHETIST I
HIZTH - HISE per year
Nest year of the per year
for registration as CRXA work
under MD supervision, variety of
complete majoration complete majoration complete majoration complete majoration complete majoration of the period of the peri Expansion creates openings for several accounting clerks with Payabland/or Receivable experience Associates Degree in Accounting beligful, or equivalent accounting experience. We offer excellen rking environment, opportunitie growth, liberal employee ben is. Send resume or Call Mrs idlaw. 349-610

504 Help Wanted Office-Clerical

Accounting

Clerks

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OPPORTUNITIES
SECRETARIES, to \$750 Dictaphone. Typing 50 WPM S.H. helpful
Good telephone voice for sales

office Farmington
SWITCHBOARD, to \$650 Some

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Il time position is open fo ork at our office in Birming im at Cranbrook & Maple quires ability to meet th

1st Federal Savings of Detroit 2500 W. Maple, Birminghan An Equal Opportunity Employer

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West Dearborn Builder has immediate opening, experience necessary, background in Real Estate and Rental Management helpful Salary, based on experience Apply in person John S. Uznis Builders, fee, 2610 Michigan, 9AM-5PM or call for appl.

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MEDICAL ASSISTANT Expenenced Must type well, pebgboard, reception, all insurance forms Light bookkeeping Excellent salary & frage benefits Southfield area. For appointment call, 647-224 RN SUPERVISOR for day shift and 3-11 charge nurse, full or part time 334-4732

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BUSY medical office needs woman for billing department Experioner preferred in accounts receivable, Blue Cross forms and some computer work Call 9AM-5PM, ask for Janet. 476-4900

RN or LPN RN-Start \$43 Day LPN-Start \$37 Day

476-0550 Near Livonia Mall

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needed at Northville Regional Psychiatric Hospital. \$14,720 to \$15,597 Michigan Civil Service benefits. Please conpervice benefits. Please toot Mrs. Dixon, 349-1800, ext 231 An Equal Opportunity Empl

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Part time or re...
Top Wages
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OPTOMETRIST'S Assistant, Expensese preferred but not necessary. Full time Call for interview Mon-Weds -Thurs - Westland Area.

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Prime position for near beginner
with good skills. Salary \$741 with
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GENERAL office work, full time. Livonia area Some office expenses needed 484-6812 HEALTH CARE I HEALTHCHIEL

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RNS-LPNS TO

Jon the team of professionals and
on the best of 2 worlde - rasing a

smilly and pursuing a career lighball of your chose - 1 or more days

week or month. Hospatal and
maring homes in Troy, Pontiac,
lochester. Royal Oak, Williammield meet your professional
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For public relations firm, accuracy and speed important, one woman office. Southfield Road near 13 Mile. 6465458 504 Help Wanted Office-Clerical

BOOKKEEPER

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A Livonia manufacturing company has immediate opening.
Experienced through Trial Balarke: Payralls. Some typing,
dictation helpful. Salary
based on experience. Phone
for appointment: 963-1200 General office work. Must have bookkeeping and typing experience or education. Excellent working conditions with good potential Apply with Dave Van Doornik. LIVONIA VW, 34501 Plymouth Rd. EXECUTIVE SECRETARY
Position for secretary in Troy Real
Estate office. Legal &/or real
estate experience preferred. Excellent typing & shorthand a Must.
Light bookkeeping helpful. Call
Mrs. Settlerhere TYPIST-general 2 girl office, good benefits. 10 Mile - Telegraph area 357-3500

EXECUTIVE SECRETARY
Troy company Excellent type For Troy company Excellent typ-ing and shorthand required Must have had experience s Executive Secretary Salary \$500 - \$500 plus benefits include medical. FEE

PAID ACCOUNTING CLERK
For Troy company. Must have had
some billing or invoking experience plus 40 wpm. typing Salary
1700, plus benefits include medical.
FEE PAID.

PREFERENCE

Keydisc/Keypunch Southfield 569-2220 Utico 254-1910 The Secretary of Secre

504 Help Wanted Office-Clerical

GENERAL OFFICE plicants must possess aptitude figures and ability to type 45-30 M. Insurance experience helpful not essential. For further infor-ation contact Personnel

Department
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA 12 Mile & Farmington 553-2000

SECRETARY

time opening is available for experienced individual who can 60 WPM, with dictaphone rrience. Shorthand helpful ellent salary and fringe ben-Contact Personnel Office.

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Receptionist

For the Southfield office of Snelling & Snelling. The World's Largest Employment Service, moving to be autiful new offices in the Traiders Tower. We will appreciate Your front desk poise and typing Call Mrs. Fromm at \$59,000.

SECRETARY for Southfield firm. type 50 wpm. light shorthand plus phones \$750 Fee Paid fe're looking for a good typist with leasant manners and a desire to dvance. Call Mrs. Marshall outhfield. 354-444 An Equal Opportunity Employee

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BOOKKEEPER TYPIST

and a pre-servicing Subsequence Southfield SSB-seew MORTGAGE SERVICING Dept seeds an audit clerk for tax & Mantage backeround or experience preferred. Must type 50 WPM Salary open Call Mrs Demorest 335-9613

DOCTOR'S RECEPTIONIST Busy west side clinic, experience preferred. Requires typing, dicata-phone & pleasant personality, Good Salary Call Jame. 835-9401

Add East Original, distributions of the Machanian Addition of the Machanian Additional A PERSONNEL - secretary, beautiful Southfield office, assist head of personnel, good typing and short-nand required, \$750. Fee paid. ADVERTISING - positions, typist, ad taker, customer service, 65 WPM typing. Southfield firm \$650 o \$750.

LOIS RAY PERSONNEL

559-0560 Mechanical

Mechanical
Engineer
ullar with production engineer
and manufacturing process
ree required \$17,000 Fee Paid
ACCURACY
PERSONNEL

ACCOUNTS PAYABLE CLERK
Retail experience necessary, excel
ent wages, fully paid file Cross,
profit sharing & life insurance
please call 338-199

Please call 338-1391

DFFICE CLERK to assist in incomming department, light responsibility some typing, krounts receivable, accounts payable, filing Northland Area Call Mr Avec 357-2900

Mr Avre S35-260

LIVONIA \$750+
Noc companies all paystoper bendits and many stages bendits and many stages and many stages are say looking for a career
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FEE PAID Put your out going personality and clerical skills to work
for this frendly form
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AT4-1717

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Well groomed gel with spankling personaliny-must have eleasant telephone voca and 
ke to meet the public Typing 
sockgard requirements of 
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WOLFE COMPANY 398 Five Mile 421-560

CLERK TYPIST

CLERK TYPIST

"PART TIME"

"Te seeking a sharp undividual

th accurate typing shills to do
scellaneous Clercal dudies Perwill be assigned to the Forsuurse department Schedule of
ars is flexible. For appositiment, Bil

Linda Hourigen at 352-484

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MORTGAGE CORP.

24700 Northwestern Hwy. Southfield, Michigan 48075 Equal Opportunity Employer M:1 SECRETARY
One girl office, with experience. No shorthand necessary Paid medical Rochester area. 652-2463

TYPIST needed, part time, \$2.75 per hour. Livonia area. 476-9470 PYPIST necusive per hour. Livenia area.

SOUTHFIELD mortgage company mediate opening for expenses immediate opening for expenses of must rienced mortgage processor. Must have knowledge of FHA & VA financing. Please call Mrs. Ward for appointment at 335-4000

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SMALL Manufacturing firm has position available for Secretary reporting to plant manager. Person must be experienced in general office procedures, type well, have an aplitude for figures and be dependable. Pleasant working conditions. Benefits. Apply in person, 15169 Northville Rd., Plymouth.

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504 Help Wanted Office-Clerical GENERAL OFFICE clerk for manufacturer in Farmington Call 177-7171 or apply Jemen, Inc., 24115 Industrial Park Drive PART-TIME help wanted for hight bookkeeping. Experience necessary in the Peg Board system Green-field, 8 Mile area, phone for appointment between 10:30am-967-0066 PERSONNEL Assistant and Recep-tionist, some College Social Sci-ence, over 21 and car required Call United Personnel. 559-4575

Office-Dericol

AL ARIOUND GIRL Must how
typing, shorthrind, some figure
apilitide, leighoon experience Avarious office functions for general
apilitide, leighoon experience Avarious office functions for general
from Call Mr. Weisberg, 257-600.

EXECUTIVE SECRETARY
To work as prusels secretary
to work as prusels secretary
to make a secretary
to work as prusels secretary
to make a secretary
to handle
diversified work load Too potch
originated Hours 1-210 to 3pm,
required Ho HOUSEKEEPER - Part time for working Mother 2 school children 3 and 13 Own transportation and references. Northville near Livonia area. Evenings 349-3764, Days 381-0006

GIRL to act as receptionist, some typing, good at figures, misc duties for law firm in Southfield Call Mrs. 569-370 Interested in a TEMPORARY posi-tion? We have 6 full time openings in our business office to last approx 12 weeks Previous expe-neone dealing with insurance com-panies is desirable. Contact. Per-sonnel Office. SOUTHFIELD hat is your area or you would to work in Southfield, we have mporary tob for you

TYPISTS SECRETARIES GENERAL CLERKS RECEPTIONISTS

SECRETARY

358-5580

Mrs Kratt for intersemental 645-9400
Mrs Kratt for intersemental 645-9400
W BLOOMFIELD area-small office, established company, Diversified position Some typing 6 bookkeeping No shorthand Experienced Opportunity to assume office management Requires posse, neessant phone manner, ability to neessant phone manner, ability to

General Hospital
OSTEOPATHIC
2000 Grand River, Farmington
476-7600 For further information and a per-sonal interview call Darlene 398-4390 MATCHMAKES OFFICE SERVICES PART TIME. Interesting Position-For Secretary with 2 years experience, who would like to be a Legal Secretary & work from 3-pm, Monday thru Friday at a Law Firm in Downtown Birmingham Call Gloria Shelton for interview. CRETARY - TYPIST One girlice for Southfield CPA Some

bookkeeping 356-1511
LEGAL SECRETARY needed for Farmington Hills law firm Good dictaphone & typing required Excellent benefits. Call Linda Ridrig. 851-9500 PART-TIME SECRETARIAL
OPENING FOR WESTLAND
REAL ESTATE OFFICE TYPING
REQUIRED GOOD PHONE MANNER CALL MR WALKER 225-2000 SALES SECRETARY

For Novi area firm, typing and math skills required About \$150 per week Mr Eckstrom 349-1600 An Equal Diportunity Employer OFFICE TRAINEE for parts department of lift truck distribution Good typiss Use adequate Must be accurate a minground Hills, phone for appointment 477-1629 CUSTOMER SERVICE Clerk in Livenia Send resume to 11850 Mayfield Livenia, Mich 48150

12-IPM 885-8333
RECEPTIONIST, full time, some rights and weekends Good typing skills. Bookkeeping experience helpful Call Mrs. Kowatsh, 681-5200 EXPERIENCED Full Charge woman bookkeeper for Oak Park Company 5 days \$240 weekly 155-5160

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BOTSFORD

SECRETARY, experienced with construction procedures Salary commensurate with ability CAI SST-1840 OFFICE CLERK
3 30 PM Weekends & Holidays
nly, part time Hospital experience
seared Contact Mrs Thompson, 830 PM
Redford Community Hospital
5314200 Ext 47 Claudia 557:184

RECEPTIONIST-SECRETARY for Law Firm in Birmingham Bloomleid Hills area Must be accurate typist, familiar with dictaphone and willing to be trained as Legal Secretary. Please call Mis Kratt for interview appointment at

S314200 E.V. V.

\*\*CHICHASING CLERK type 50

\*\*PM, \$110 per week, Farmangton
lills area, 2 week vacation, paid
lills Cross, Blue Shirld Call for
appointment 478 9000

An Equal Opportunity Employer Accounting Clerk to 2 years General Accounting ickground, experience in manu-cturing environment desirable tractive salary and benefit pro-

m Apply in person or call PERSONNEL DEPT Ingersoll Rand Co. Automatic Production Systems 23400 Halstead Rd Farmington Hills, Mi 48024

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CLERK

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ENGINEERING OFFICE.
Must have good math aptitude with
some general office experience
Blueprint reading a definite plus
Full time Fenkell - Telegraph area
\$32,0774

**SECRETARY** 

CPERIENCED for administrative adquarters of multi-office Resistate firm located in Troy Must excellent typist & like workin a variety of financial reports orthand required. Call 643-9459

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National service corporation has mimediate opening for GENERAL DEFICE CLERK at the beginning evel Will be moving from South-idd to Troy within the next few souths

lequires good math aptitude and yping ability. Benefits are

provided. If interested call 275-5350 ext 296 for un interview appointment. Equal Opportunity Employer M. F.

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fith general office responsibilities livonia Area. 1 Person office. 421-6100

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To Operate Burroughs L-6500
General Ledger, Payrod, excellen
working conditions, good pay d
fringe benefits. Small diversifies
firm in Southfield. Call for appoint
ment 8:30am-4:30pm. 353-160

mens (39am-4:30pm. 333-1606
WANTED: Experienced Bookkeeper thru trial balance and
financial statements, male or
female, computer imput and readout experienced preferred. Troy
office location. Call for interview.

Assurance Rating.
Excellent benefits
PERMANENT STAFF
522-4210 GENERAL OFFICE RECEPTIONIST-TYPIST
sperienced General clerical
sweer phones: typing Call force
354-3222
LARISER HILLS
NURSING CENTER
25300 Labser Rd. Southfield

EXECUTIVE SECRETARY nand & bookkeeping skills for nedical organization Salary bases on experience Call for appl 335-778 RECEPTIONIST

time for Southfield Real Estate broker, Saturday & Sunday olly Must be sharp, with good tele-shone skills & little typing Call Ron Jalperin PUBLIC RELATIONS SECRETARY Galperin 559-8181 The Durbin Co., Realtors ACCURATE TYPIST, personable, shorthand, 2 girl office, Southfield Consider recent grad. Fringe benefits \$ 45 AM to 5 PM 352-6332

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Private Educational Institution
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CASHIER. We have an opening in our local branch affice of income she can meet people so the formation of the control of the co

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41235 10 MHE RD NOVI
CALL DRIA PRIORITIMENT
478-4000
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Immediate opening for Typist to work at our Mortgage Office located at 12 Mile & farmington Rds. Must type at teast 45 WPM occurately, previous office experience desirable. Call Manager for interview of 553-3630 Ist Federal C 1st Federal Savings of Detroit An Equal Opportunity Employer 504 Help Wanted Office-Clerical PBX OPERATOR
Part-Time
Birmingham Area



**TYPISTS** 

MANP WER

ACCOUNTANT

Fixed Asset Accounting Candidate should have or be working toward Accounting Degree Supervisory expenence desirable. Send resume, call 538-6800, ext. 10, for application or send or person between hours of 9 A M. - 4 P.M.



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EXCELLENT job opportunity for housewife with secretarial skills is work part time. Hours negotiable work part time. Hours negotiause Safety equipment distributor. 17 Mile - Farmington Rd area 533-706 CLERK TYPIST Position available in Southfield Basic office skill: 559-767

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SAKS FIFTH AVENUE BEAVER & COOLIDGE TROY

SECRETARY-Efficient, mature individual for Law Office in Bloomfield Hills Legal & memory typewriter, experience preferable but not necessary 622-1920 CETA FREE VOCATIONAL

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MEDICAL TRANSCRIPTIONIST
The City of Livonia CETA program
is seeking participants for CETA
VOCATIONAL EDUCATION 32

MEDICAL TRANSCRIPTIONIST
TRAINEE The program will begin
in May in downtown livetual Tui
tion and books will be covered by

CLERICAL TYPIST Medium sized industrial distributor in NW Soburbs looking for a per mannent basis part time office assistant 5 day week Hogsis ngo-tiable. Duties to include general office work & typing. Call. 527-2805

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HADLEY'S 19831 W. 12 MILE SOUTHFIELD STUDENT for part time office help, knowledge of typing Southfield 539-809

RECEPTIONIST in Orthodoniss' office, full time Mature woman preferred Utica - Rochester area 632-470 EARN & LEARN burban company will train per in with excellent math ability for sourance Rating to \$600 Fee paid scellent benefits

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GENERAL OFFICE - Good typing a Must, filing & clerical duties, no experience necessary. Southfield Area Contact Weltronic Company, John Breiling 358-050 John Breiling
SECRETARY needed to train on
Mag Card machine Inclaphone
required Call Linda Ridrig
851-800

Full charge Bookkeeper, general office manager for five person office, expanding retail business has need for a bright take charge person. Prepare monthly statements, sales tax and other related duties Salary open. 424-8575

BOOKKEEPING ASSISTANT experienced in working with lig-ures will train Birmingham are 544 6500

INSUARANCE, CLERICAL (ull time, insurance, agency expenence required Apply in person, Professional Insurance Associates, 3023 S. Wayne, M. Wayne, M.

SECRETARY Responsible position open with International firm beautiful open with International Must have experience and he able to type and to shorthand with good skulls Regular internates and full benefits (Call to arrange internet 291-150 An Equal Opportunity Employer

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FCILLTIME position available at
Southfield financial institution Typing, elerical skills, ability with
figures, able to meet public, an
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Mr Gregory for appointment
383-3010 SECRETARY Sharp Gal Friday type for Southfield Area apartment complex Must be excellent typist Call Mr Kosmas 153-281

for an interview See Mary Ann or Doris 24755 5 Mile W. of Telegraph or Carol, 29256 Ryan Rd., N. of 12 Mile



Thursday, March 30, 1978

RESPONSIBLE GIRL mmediately for Insurance

RECEPTIONIST SECRETARY.

person

ACCOUNTS RECEIVABLE
Daily Sales Surmory,
Backleeper
Full-time position now open at
farmington Automative
dealership Experience
required salary
commensurate with ability
Excellent finges for more
info, please contact JIM
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Typist-Bookkeepe TypIST-DOOKKEEPET For 2 grif office. Southfield, full time permanent position 5 days 9 to 5 experienced in legal, insurance or real estate work helpful Requires a motivated person with professional attitude. Salari. 1170 week to start. A. Still. 354-0032

PERSON FRIDAY hownriver firm offers \$6700 start or typist comfortable with variety as the spice of life. Henclits are ter-ific and they need you now. Call 42-8900 Your New Bons Pays Our Fee HARRIET SORGE PERSONNEL

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convergential
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SECRETARY for Southlield Law office, no legal experience required will train if necessary Excellent typing ability salary com-mensurate with experience 359 550

Payroll Clerk Experienced Payroli Clerk needed in Sauthfield area \$700-750 per month. Call for oppointment.

569-2220

569-2220

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Challenging opportunity to prevent the process of the p

LEGAL SECRETARY Full time or part time, permanent position General practice Friendly office in Southfield Fringe benefits. 359-1220

murrace (all Southfield 30-270) motivated presso sign events of the Control of th

**ACCOUNTS** 

This position requires a person with 3-3 years exp an ACCOCXTS PAVABLE CLERK. Berul expers able but not necessary, will handle the matching to orders with invoices and compute for passing a capable of working with large volume of payables.<sup>1</sup> various business machines Good salary, full hered and company provided free parking. Call.

BORMAN'S INC. (Farmer Jacks Super Markets)

NSD has an opening for an experienced secretary in the Trust Department of our Berningham branch. You type accurately have good shorthard skills, and enjoy meeting and working with a variety of people. You several years of general secretarial experience has prepared you to efficiently perform diversified office duties all you and comprehensed for duties all you and comprehensed for cutter and comprehense which were the second of the second secretary and comprehense which is the pleasest working conditions. Call 647-8800, ext. 303, to arrange an interview.

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Looking for a diversified position in the Detroit and Birmingham area? Qualified candidate with at least one year working experience. Typing skills of 60 wpm and Shorihand of 90 wpm.

TYPIST

Applicant with typing skills of 50 wpm can help us fill our positions in the Detroit and Birmingham areas.



VARIETY PLUS Redford area advertising agency requires person to type 60 WPM. Hie make deliveres errands must have own car, \$600 Calt Joan 255-4163 DEPUTY CLERK position for the 48th District Court Applicart must have at least 5 years experience in banking and or accounting. Salary commensurate with abbity Excel-tect benefits. Contact Mrs. Hanra-han. Court Administrator at 128-6491

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EXECTOR'S RECEPTIONIST \$550 Southfield Specialist will him experienced Front Desk typist Rosemary Ford Employment Service 424-851

CLERK TYPIST I

SECRETARY

SECRETARIES

SECRETARIES

We are currently representing fine selection of opinings for listeretaries. The positions are we have Firms and Industry in the curbs and Detected Top shadness benefits for experienced profunds. There a cup of codier can discuss the particulars of waterly of pussions variable. Fees Call or mult our resume Joanne Mansfeld.

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REAL ESTATE COMPANY in Southfield has a part time position available for a college student majoring in accounting Must be available 15 to 18 hours a week Call 559 2000 ext 117

SECRETARY for insurance office Typing & general office skills Shorthand helpful Southfield loca tion Ask for Mr. Accardo. 383-070

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