502 Help Wanted Dental-Medical

PART time, possible full time later years experience, registered by AOTA Excellent fee or salary Western Wayne County PHYSICAL THERAPIST 2 years experience State repiered Full time-part time to contractual Salary open Exceller METRO HOME HEALTH 278-7000

Hills 644 8015
MEDICAL ASSISTANT, 2000 MD.
Birmingham, experienced preferred, venapuncture, EKG,
injections minor lab Medical
injections minor lab Medical
edits, Reply Box 612, Observer &
Eccentric, Newspapers, 36351
Schoolcraft, Livonia, Michigan
6350 NURSES' AIDES ALL SHIFTS
52 75 TO START
Apply in person
WHISPERING WILLOW MANOR
49650 W. Warren RN OR LPN, experienced in venapunctures and EKG Salary open, average work week - 32 hrs average work week - 32 hrs

DOCTOR'S ASSISTANT - Matu person Send resume to Quals Town Podiatry, 23905 12 Mil Farminton Farmington Hills 48024

Full and part time, afternoons at midnights required. No rotation shifts Good salary and fringe be efits, excellent working conditions.

Of Nurses

FRANKLIN MANOR 352-7390

504 Help Wanted Office-Clerical

502 Help Wanted Nextri-Medical TECHNICIAN experienced.
I time, must know manual
redure including Bacti, good
838-9454

MEDICAL ASSISTAN with experience in front, back, and unsurance work Paid vacations, gaid Blue Cross, profit sharing plan Garden City area. Call 19AM-SPM, Men. Thes, Thur, & Fri 121-6116

NURSE AIDES 504 Help Wanted Office-Clerical . SHIFTS, immediate openings d pay and benefits, pleasan roundings. Apply 8 AM - 3 PM stay through Friday, Linda FARMINGTON NURSING

RN-LPN

Nurse Aides

NURSE AIDE OPENINGS

DENTAL ASSISTANT Experienced for Dearborn Specialist Office Call 274-986

DENTAL RECEPTIONIST - Experienced for Dearborn Specialist
Office Call 774-9856

DENTAL HYGIENIST full time, good pay and health benefits, S Lyon area, 437-1611 or 437-9492

NURSE AIDES
FULL & PART TIME
Days-Afternoons-Midnights
Apply in person

FRANKLIN MANOR

352-7390

IN SUPERVISOR for day shift and til charge nurse, full or part time 334-473

RN or LPN

RN'S

Full Time & Part Time Afternoon Shift RN-Start \$43 Day LPN-Start \$37 Day Full Benefits

476-0550

Near Livonia Mall

GAL FRIDAY
Part time, permanent for bias
manufacturer's rep' office. Typin
be phone represence a mast Hepl
to Hox 540, Observer & Eccentin
Newspapers. J6251. Schooleraft
Lyona. Michigan 48150 HOME 30405 Folsom Rd. Farm 477-7400

CLERK TYPIST full time with experience. Redford area. call between 9 am. 3 pm. 937-8570 PERMANENT part time (ful possible) National company, man's assistant Good poor sonality and ability to learn p No typing Birmingham area ALL SHIFTS
FULL & PART TIME
CAMELOT HALL
3100 Ann Arbor Trail
Livenia
MEDICAL ASSISTANT, full time,
occluding 2 eves and Sat 8 Mile.
Northland area
569-2416

502 Help Wanted

AJDE OR LIVE-IN COMPA

Vacation pay. Blue Cross Shield recent exper

Mier 5 PM

MFD-CALL CO

559-8090

PART-TIME light secretarial work hours llexible Allen Advertising Livonia Call 9AM-4PM 474-1020 MATURE gal, must type fast and accurately. Enjoy working with figures 8 Mile-Merriman area. Call

> ATTENTION Professional emporary Personne

Exec-U-Temp IS LOOKING FOR Experienceed Typists Secretaries

Stenographers Key Punch Opr

Register Now NO CONTRA For Interview Call 565-0266

Office Call

DR'S office assistant, expeneed
in injections, X ray, ENG and
venapuncture, approximately 30
hrs good salary, Westside area
338-901 Exec-U-Temp Sales Secretary

Sales Secretary

A Manufacturing Campany
located in Farmington is in need of on experienced Secretary

Must be oble to accept responsibility and work with a variety of people Secretarial skills required are typing, shorthand and or distaphane and good grammar. Must be self-starter II qualified call for interview.

476-7100, Ext 277

SOUTHFIELD Prestigious consulting firm offerstart to 3225 for super typist with administrative skills. Organizaproject schedules for this busystaff Call 542-8900 Your New Boxs Pays Our Fire HARRIET SORGE PERSONNEL

DICTA TYPIST Expanding suburban offices need to this needly created spotson for this needly created spotsors are supported to the spotsors of the spotsors

SECRETARY SECRETON odd business machine expenseded to run computer & diversified office duties for Oak manufacture. Full good benefits including profit and plan Send

504 Help Wanted Office-Clerical

SECRETARY with 1 year legal experience for Troy company, average skills, salary \$736 or better plus benefits. Two more top legal jobs open in Birmingham area \$500 to \$366. Ice paid

BOOKKEEPER with insurance background for Troy agency, to tropical balance salary open, good PERSONNEL secretary for Birmingham firm typing 60 WPM, salary \$150 to \$170 full benefits, free

SECRETARY - to work with new system 10 computer, bookkeeping background, for growing company beautiful offices. Somerset area Boo fee paid

ADAMS & MARTIN PERSONNEL 646-5600

DIAL A JOB hr service to hear about e est recent openings 646 f

CLERK TYPIST shifted area. To 1606 a month cancement opportunities Fee Paid Permanent Staff 353-0505

EMPLOYMENT COUNSELOR
Brgm a career with the world's
largest employment service as a
professional sales counselor Secre
tarial exertines helpful First year
sociential 112.800
SNELING & SNELING
478-3500

Earn Good Pay The Kelly Girl Way

ONE TIME PART TIME OR ALL THE TIME

KELLY GIRL You'll work us in our customers offices Work a schedule tailored to your ability, time and needs and EARN TOP RATES. You only need to come in once and register to start a new and sarried career. We have a serious demand for

SECRETARIES TYPISTS DICTA TYPISTS KEY PUNCH SWITCHBOARD FIGURE CLERKS BOOKKEEPERS

all or visit one of our conveni

Kelly Girl
A Division of Kelly Service
Not an agency
Never a fee

PART TIME SECRETARIAL OPENING FOR WESTLAND REAL ESTATE OFFICE TYPING REQUIRED GOOD PHONE MAN NER CALL MR WALKER 378-2000

SECRETARY I time opening is available for experienced individual who can be 80 WPM with dictaphone erience. Shorthand helpful rellent salary and fringe ben s Contact. Personnel Office BOTSFORD

General Hospital OSTEOPATHIC 2000 Grand River Fare 476-7600

504 Help Wanted Office-Clerical

CLERK-TYPIST

PART TIME - DAYS

Position in personnel department of large retual corporation. Will assist in routine typing filing and administration of daily personnel procedures. Should have good telephone voice handling inquiries regarding personnel matters. Should have excurate typing skills. Pleasant atmosphere 16-20 hours per week. (all:

CORPORATE PERSONNEL 835-9500 ext 242

BORMAN'S INC. (Farmer Jack Supermarkets)

COMPUTER OPERATOR

Opening for experienced Computer Operator with 2 to 3 years experience on IBM 360 370 System Good working knowledge of JCL required Operation under DOS Based Systems such as EDOS GRASP or DOSMVT helpful. Shift premium excellent benefits Catt

557-5577, Ext. 54

C.P.U. Inc.

16025 Northland Dr Southfield, Mich 48075

ACCOUNTANT

apidly expanding National ink manufacturer headquartered par Schoolcraft and Telegraph requires person to super-se 4 person Accounts Payable department and perform

set Accounting, e should have or be working toward Accounting Supervisory experience desirable sume, call 538-6800, ext 10, for application or person between hours of 9 A M · 4 P M



FLINT INK CORPORATION

25111 GLENDALE AVENUE DETROIT, MICHIGAN 48239

Equal Opportunity Employer

504 Help Wanted Office-Clerical 504 Help Wanted Office-Clerical

CITIZEN'S

MORTGAGE CORP.

24700 Northwestern Hwy Southfield, Michigan 4807 jual Opportunity Employer

SECRETARY

EMPORARY - could lead to nament position. Diversified du ieuor typing skills. Good ai ires. Pleasant phone man flours & Am to 5 Pm. South area. Experience desired. FOR INTERVIEW CALL.

967-0336

WITT

SERVICES

CLERK/TYPIST PERMANENT PART-TIME

LEGAL SECRETARIES

We have many fine opening or experienced legal secreta es. Fee paid by employer. Ask for Grace HILLSTROM & ROSS AGENCY Southfield.

CLERK TYPIST I CLERK TYPES 1

Minimum of 1 year reprience
Typing 50:58 WPM Must enpoy pub
lic contact Salary 87.271 to 18,06
caccillent benefits Applicants must
be Farmington Hills residents,
sumemployed for 10 days or underemployed Call Personnel Office
for appointment Cuty of Farmmore Hills

PART-TIME TELLERS
EXPERIENCED PREFERRED
SECURITY BANK Of NOVI

11325 10 MILE RD. NOV CALL FOR APPOINTMENT 478-4000 An Equal Opportunity Employer

An Equal Opportunity Employer

RECEPTIONIST
Well groomed gol with sponking personality-must hove
plexuant telephone vace and
like to meet the public. Typing
bockground required. HoursMonday through Friday 9.5,
permanent position. \$135 solcary to start. Call Harry L.
Wolfe, Harry S. wolfe Compony-421-5600- interviewing
hours will be from 5-6.30 in the evenings. e evenings HARRY S

WOLFE

COMPANY 1238 Five Mile 421 569

SECRETARIES

pecializing exclusively in the acement of legal personnel has lowed us to accumulate a large imber of outstanding opportu-ties for Legal Secretaires. The sistions are with Law Firms and

PERSONNEL AT LAW
2000 TOWN CENTER
SUITE 2500
SOUTHFIELD, MI 48075

358-0060 TYPISTS

any interesting assignments are en in top companies with excelnt pay. Call now for more inforation and a personal interview. TEMPORARY STAFF
Controlled 353-0507
avonia 522-4218

RECEPTIONIST RECEPTIONIST
Now interviewing for receptionist and general office person. Must have pleasant
phone manner, typing skills
recessory, work in a great
location with a growing company, benefits. Call for
appointment.

pany, bene... appointment Mold-ex Rubber Co. 23847 Industrial Park Dr. Farm

AMBITIOUS GIRLS

CLERICAL OPPORTUNITY

Clerk Typist

493-6181 Equal Opportunity Employer M F

EGAL SECRETARY - law office

in American Center, Southfield seeking legal secretary, expe-rienced in corporate and real estate matters, for partner in firm Excellent salary and fringe ben efits Call Jan. 333-140

etts Call Jan. 33-100
SECRETARY, skilled typist, short-hand preferred, real estate and bookkeeping experience for South-field property management com-pany. Fringe benelits. Salary commensurate with experience. Monday thru Friday, 3-5. 332-2013

SWITCHBOARD

OPERATOR

RECEPTIONIST

Secretary

SECRETARIAL CLERK Expenses experience preferred but not present planmod Morigage Corp. Mr. Flemming St. 700.

CLERK TYPIST Immediate opening for Clerk. Typist Company located in Birmingham area. Call Mrs. Miscus. Bir. 800.

SECRETARY for general office work Duties include typing filing, answering phone, library research Southfield location if interested picase call between 9 - II A M & 1 + 4 P M 569-2500 ext 365 CREDIT INVESTIGATOR
Immediate opening for an expemenced Credit Investigator Company located in Birmingham area
Call Mrs Marcus 647-8500

AMBITIOUS GRES
ONLY
FELEPHONE SECRETARIES
Work 5 PM to 9 15 PM. Monday
thru Thursday 1 nor Presstiguous
Astonal Company in Troy Bourly
plus Commission. Plevidle summer
bours also available Call MRS
HUDSON 4PM to 9 PM.

643-47/UI

BOOKKEEPER wanted, full time minimum 5 years experience, salary negotiable 346-1885
An Equal Opportunity Employ

SALES AGENCY, Southfield, needs experienced general office girl Miss have pleasant phose voice Excellent opportunity for race 250-8770

mediate openings for applicants rking "on call" on the day shift various departments throughout in hospital. If you're seeking erse responsibility, a chance to r your clerical expertise, poss-ris are available for neighbor of the control of the contr

Typing 60 WPm, shorthand 90 WPM, previous secretarial experience desirable. 355-9200

Typing at least 55 WPM
For consideration, the work sched-ule must remain flexible per departmental need. We will offer you an excellent wage based on your experience and qualifications. Apply Employment Office SAM HOSPITAL OF DETROIT Professional Bidg. Lower Level PAYROLL CLERK

lust type 55-60 wpm. South

Receptionist

MARKETING GROUP seeks secretary, highly skilled, in typing transcribing, bookkeeping filling Good telephone personality necessary. Previous experimene in al above a must, Ideal for person ooking for work with yaziety & challenge. For appointment con the control of the control

MORTGAGE SERVICING Dept.
needs an audit clerk for tax &
insurance records. Mortgage background or experience preferred.
Must type 50 WPM. Salary open.
Call Mrs. Demotest. 335-651.

504 Help Wanted Office-Clerical

SECRETARY
Law firm. Southfield No legal
experience necessary, good typing
skills required Call 352-2300 CLERK TYPIST BUSY property management office needs cierreal help to train as assistant bookkeeper Very diver-sified job duties. Must be intelligent accurate with numbers have good typing, filing and telephone answering skills Must be will to work Call 10AM to nom-only. 386-018

will to work the state of the s

GENERAL OFFICE accurate typing, pleasant telephone voice, light bookkeeping. Southfield area. 337-4420

S7:420

MALE CLERK
Convenior Troy Location Dates
contained Service A Presup
office mail Operating folding
equipment Good starting salary
Company pa obseneltis & advancement opportunities Call Personnel
324:1500, between 9 AMISTM
AR Equal Opportunity Employer

AR Equal Opportunity Employer

SOUTHFIELD sales and marketing firm requires accurate typist for general office work. Phone between 10 AM - 12 noon. 154-1619

PERMANENT PART-TIME

National Publishing Company, needs an accurate CLERK TPIPS with the sed of the permanent of the permanent work in pleasant surroundings. 4 hours day inwent mags or atternoors. 5 days a week in our modern new office building we will train you for this yol Apply between 5-4 Pm to 29815 Southfield, Olline Park, 1225.

An Equal Opportunity Employ GENERAL Office, good typing skills essential pleasant telephone voice and aptitude for figures lavona area 427-5335

SECRETARY

Mature individual for sales office in
Southfield, shorthand and typing
required Excellent company paid
benefit program contact Mr
Rehm. 357-3339 MATURE woman for general office work, typing and some shorthand. Southfield area 559-5647 REDFORD Twp company has full time opening in purchasing department for person with experience in ment for person with experience in

ment for person with experience is typing, expediting orders and general office skills. Good benefits Call for appointment \$38-193 GENERAL OFFICE

FELL OR PARTITME.

No office experience necessary, for these 2 job openings in these 2 job openings in the partition of the p

An Equal Opportunity Employ ACCURATE typist - receptionist for general office duties Full time benefits Starting salary \$130 per week Ask for Mr Stanley, 643-6404

GAL FRIDAY
Responsible hardworking individua
is needed to fill diversified position
Must be experienced in handling
general office duties. Neat &
accurate Typing a must Excellen
benefits Salary open Ask for Mr
walker at

ACCOUNTANT - Office Manager Must have ambition for future Southfield area 476 1166

RECEPTIONIST - switchboard Elkin Travel, many benefits, 968-7800

PART-TIME weekdays, small office little typing in Southfield 335-4874

SECRETARY for Plymouth law firm excellent typing abilities Detaphone experience and short-hand preferred Salary open 483-4644

GENERAL OFFICE Light typing, some bookkeeping Full time Call for appointment 722-901

TATE OF THE STATE OF THE STATE

Mortgage Banking Loan Delivery Clerk Aperienced only. Southfiel-scation. Call Mr. Tim Ross

experienced, to handle cor-plete computer generate exprall function. Southfie exation. Call Helen: 355-9200

CLERK TYPIST 355-9200

uthfield location. Experien Apful, Call Helen: 355-9200

504 Help Wanted Office-Clerical

SECRETARY

RECEPTIONIST, full time, some nights and weekends Good typing skills. Bookkeeping experience helpful Call Mrs. Kowaisia, 651-5200

235-3160
OFFICE CLERK
7-3 30 PM Weekends & Holidays
only, part time Hospital experience
desired Contact Mrs Thompson, 84 30 PM
Redford Community Hospital
331-6200 Exit 47

RECEPTIONIST Part time for Southfield Real Estate broker, Saturday & Sunday only Must be sharp, with good tele-phone skills & little typing Call Ron Galperin 559-8181 The Durbin Co., Realtors

ACCURATE TYPIST personable, shorthand, 2 girl office. Southfield Consider recent grad Fringe benefits 8 45 AM to 5 PM 132-8332

Accounting Clerks

sion creates openings for set ecounting clerks with Payable r. Beceivable experience ates. Degree in Accountin I. or equivalent accountin ience. We offer excelles in environment opportunitie working environment opportunities for growth, liberal employee ben-efus. Send resume or Call Mrs Laudlaw 349-6700

GUARDIAN INDUSTRIES 43043 W. 9 Mile Rd Northville, Mr. 48167 APPLIANCE SERVICE compareds telephone secretary Full of

RECEPTIONIST SECRETARY
For medical electronics firm
Typing, phones, some general office
work Troy area Contact Mr
Swanson 951-1150

BOOKKEEPER BOUNKELL.
West Dearborn Budder has in
ate opening, experience nece
background in Real Estat
Rental Management helpful

- venerience Apply BOOKKEEPER

BOOKKEPER

A Livania manufacturing company has immediate opening.

Experienced through Trial Balance, Payrolls, Some typing, dictation helpful Salary based on experience Phone for appointment. 963-1200

TYPIST-general 2 girl office, good benefits 10 Mile - Telegraph area 357-3500

Jaisc/Keypunch
Experienced operators and
bright trainess accepted for
top top. Immediate openings
for all shifts. Excellent benefits
and incentive pay.
Southfield
Utico 569-222

GENERAL OFFICE Department ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA

12 Mile & Farmington Rd 553-2000

BOOKKEEPER

BOOKKEEPER
TYPIST

Full time, experienced person
wanted, capable of handling all
bookkeeping activities plus general
office work. Excellent typing shalls
and a pleasant telephone wore are required Southfield 2033060
DOCTOR'S RECEPTIONIST. Souwest saide chime experience per-ferred Requires typing, dictage
plays and personality Good
South Company of the Company of the Company of the Company
of the Company of the Company of the Company of the Company
of the Company of the Company of the Company
of the Company of the Company of the Company
of the Company of the Company of the Company
of the Company of the Company of the Company
of the Company o

OFFICE CLERK to assist in accounting department light responsibility some typing, accounts receivable, accounts payable, filing Northland Area Call Mr Avie

Mr Avie S573900

De girl Office, with experience. No shorthand necessary. Paid McCattle Rochester area. S22485

SOUTHFIELD mortgage company maximmediate opening for experienced mortgage processor. Miss immediate opening for experienced mortgage processor. Miss influencing. Please of 27th. Wist Intancting. Please of 27th. Miss Chanding S544000 for appointment at 325-4000.

SECRETARY

INSURANCE AGENCY
FORD TWP AREA - Fire
ally agency has a challen,
ion for a number one work
consibilities to include
maxwell noticy rating. Responsibilities to include book-keeping, payroll, policy rating, typ-ing, underwriting, claims handling Minimum 2 years agency exp-ence. Send resume and salary requirements to Box 646, Observer & Eccentric Newspapers, 38251 Schoolcraft, Livonia, Michigan

HOUSEKEEPER - Part time for working Mother 2 school children 5 SECRETARY
Clerical, light accurate typing, bitling, general office work Full time. 862-1783 and 13. Own transportation references Northville near Livonia area. Evenings 349-3764; Days 381-6906

EXECUTIVE SECRETARY
Suburban firm pays up to \$1
for your good Secretarial skills
experience Excellent bene-

INSURANCE
Agency in Southfield nords experienced girl in Homeowners and personal auto Fringe benefits 357-7350

PBX OPERATOR
Part-Time
Birmingham Area
646-5500

648-5500

ENGINEERING OFFICE
Must have good math aptitude with
some general office experience
Blueprint reading a definite plus
Full time. Fenkell. Telegraph area.
\$22.0774

ALL AROUND GIRL Must know typing, shorthand, some figure aptitude, telephone experience & various office functions for general contractor & property management firm Call Mr Weisberg \$57,920 **SECRETARY**

EXPERIENCED for administrative endquarters of multi- office Re-state firm located in Troy. Mu-e excellent typist & like workin in a variety of financial report shorthand required. Call 643 9459. CLERICAL

National service corporation has immediate opening for GENERAI OFFICE CLERK at the beginnin level Will be moving from South field to Troy within the next fee ionits
lequires good math aptitude and
yping ability. Benefits are
grounded. ed call 275-5350 ext 296 fo

BOOKKEEPER To Operate Burroughs L-5500
General Ledger, Payroll, excellent
working conditions, good pay &
from the Southfield Call for apposement 8 30am 4 30pm 353-1606

ment 8 30am+3 19pm 283-1000
WANTED Experienced Boalance and inancial statements male or female, computer input and crad-out experienced preferred Troy office location Call for interview 615-4500

SOUTHFIELD

that is your area or you would ke to work in Southfield, we have temporary job for you TYPISTS SECRETARIES

GENERAL CLERKS RECEPTIONISTS
r further information and a per
sal interview call 398-4390

MATCHMAKERS OFFICE SERVICES SECRETARY TYPIST One gri bookkeeping 336-1611
LEGAL SECRETARY needed for Farmington Hills law firm Good dictaphone & typing required Excellent benefits Call Linda Ridrig 851-8500

SECRETARY: experienced with construction procedures Salary commensurate with ability Cali Claudia 557-1840

PUBLIC RELATIONS SECRETARY

SECRETARY
Provote Educationed Institution
North Suburban Location.
Escallent Finge Beerlas. Sed.
Escallent Finge Beerlas. Sed.
Escentre. Newspapers,
30251 Schoolcraft, Luvano.
Michigan 481 50.

REEPPOSSIBLE GIRL secret
mendately for Insurian August
Newspapers, Newspaper

or Southfield non-profit Health organization General office skill required Call Pat 559-799 required. Call Pat 269-1003

EXCELLENT job opportunity for housewife with secretarnal skills to work part time. Hours negotiable Safety equipment distributor. 12 Mile Farmington Rd. area 353-1066.

CLERK TYPIST Position available in Southfield Basic office skills required Solve In the Associated Solve In Cashiller. We have an opening in our local branch office for someone who can meet people well. handle figures accurately & is an accurate typist. The person we want is interested in gradually assuming additional responsibilities & increasing value & uncome To

Betroit SN-1220
GIRL Friday for real estate company. Accurate typist, some experience. Full time. No Saturdays. Northwest office. SN-8300 CLERICAL TYPIST Medium sized industrial distributor in NW Suburbs looking for a per-manent basis part time office assistant 5 day week. Hours nego-tiable. Duties to include general office work & typing. Call 537-3305

Insurance (irm has opening for responsible position in filing department. Wage commensurate with skill. Southfield area. call Mrs. Wick. SS.37000.

SS.25700.

SS.257

504 Help Wanted Office-Clerical

CETA FREE VOCATIONAL
EDUCATION
MEDICAL TRANSCRIPTIONIST
be city of Livonia CETA program
s seeking participants for CETA
COCATIONAL EDUCATION as
IEDICAL TRANSCRIPTIONIST
RAINEE The program will beginn
a May in downlown Detroit. Tuime and hooks will be covered.

AVAILABLE Exec Sec Manufacturing to \$1333 Exec Secretary-Personnel \$1333 Secretary Technical 4500 Accounting some college Personnel Secretary 5000 Secretary Several \$566

Many other positions available in E & N W Suburbs Mo employers pay fee Register today ALLIS JOHNSON PERSONNEL Quakertown Plaza 32969 Hamilton Farmington Hills \$23-319 SUBURBAN

SUBURBAN
OPPORTUNITIES
SWITCHBOARD, to \$505 Some experience push-button Type 40
WPM Southfield
ACCOUNTING CLERK, to \$756 2
wars - formal accounting courses
Voltyping Novi area
SECRETARY, to \$825 SH 80
Type 70 Challenging position in TIVE SECRETARY to
Good secretarial skills

YPIST MAG CARD, to \$690 Some

EMPLOYERS PAY ALL FEES Call Mrs. Evans 477-9840 SUBURBAN PERSONNEL MMED. OPENINGS rgest & finest suburban advertis agency wants you. Light typing s sparkling personality leads to fastic advancement opportunity

astic advancement opportur per month Call Chris 644-4600 SNELLING & SNELLING AGENCY

TRAINEE
IT OPERATIONS ASSISTANT

353-2090 Snelling & Snell PERSONNEL

OFFICE CLERK - Bloomfield Hills light typing, filing, I year previous experience 647-8200 **TYPIST**

With Word

KELLY GIRL

SECRETARIES

TYPISTS CLERKS

KELLY SERVICES 522-4020

NSURANCE GIRL needed for one and office part-time. 459-3434 SECRETARY I time position for store Secre y Must have good typing & thematical skills. Excellent ben-package. Apply in person. Per-nel office. Monday thru Friday.

MONTGOMERY WARD
WONDERLAND CENTER
Equal Opportunity Employer M F RECEPTIONIST. pleasant tele-phone personality & good typing skills. Starting salary \$135 per week Campbell Services. Inc. 21700 Northwestern Highway, Sunte 1970, Southfield Call Celin. \$59-565 GROWING INTERNATIONAL firm

SECRETARY for general insurance office in Southfield. Some knowl-

reference, average position of the properties of

DENTAL ASSISTANT
Full time Some office procedures,
dental experience necessary, North-

MEDICAL TECHNOLOGIST - M.T.

IASCP 1 or eligible. For full time
days Primarily in hematology with
general laboratory work. Garden
City Medical Center. 421-1110 eat. 49 WANTED Young woman to work in Livonia area Dental Lab Full time. 425-7210

MEDICAL RECORDS CLERK
Experienced Filing, knowledge
Medical terminology Excelle
salary & benefits
OCCUPATIONAL THERAPIST
OCCUPATIONAL THERAPIST
Occupational Security of the S

Nurses Aides DAY SHIFT
Starting salary \$2.75 Hr
WISHING WELL MANOR
\$20 W Main

RN-LPN Good starting salaries, and goo hospital benefits. Day and after noon shifts, full time. Modern fact ities See Mrs. Ferguson. NIGHTINGALE WEST 8383 Newburgh Rd.

DENTAL RECEPTIONIST Matur person with experience & references Lavonia area 525-120 RN - Excellent working conditions Fringe benefits Bedford Villa Nursing Home, Southfield 537-333

DENTAL Receptionist - Assistan for specialty practice. Birminghan area 1 year previous experience in dental infine necessary Excellen benefits 647-773 RNS & LPNS

Director

RN'S
needed at Northville Regional
Psychiatric Hospital, \$14,720
to \$15,597. Michigan Civil
Service benefits. Please con-tact Mrs. Dixon,
349-1800, ext 231
An Equal Opportunity Employer

is for () OFFICE SKILLS sts stenographers, key punchers, switchboard, figure s, general office. Choose your own work schedule you can at Manpower. No Fee Interested?

See - Doris O'Connell 24755 5 Mile at W. of Telegraph or Carol Gunther **MANP** WER

SECRETARY NBD has an opening for an experienced secretary in the Trust Department of our Birmingham branch You type accurately, have good shorthand skills, and enjoy meeting and working with a variety of people Your several years of general secretainal experience has prepared you to efficiently perform

experience has prepared you to conducting para-diversified office duties. You'll like the attractive salary and comprehensive benefits plan which accompanies this position, as well as the pleasant working conditions. Call 647-8800, ext. 303, to arrange an interview. NATIONAL BANK OF DETROIT West Mapte & Cranbrook Birmingham, Michigan

> An Equal Opportunity Employer M/F We Employ the Handicapped

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

TYPIST

Applicant with typing skills of 50 wpm can help us fill our positions in the Detroit and Birmingham Apply 9 AM - 4 PM 211 W. FORT ST. — 1st Floor cor. of Washington Blvd.

> DETROIT BANK & TRUST

Equal Opportunity Employer

OSE

B