502 Help Wanted Dental-Medical

RN'S - LPN'S

Full & part-time
Afternoon shift. Flexible hours
Modern Suburban nursing home
Good pay and benefits

HERITAGE
CONVALESCENT CENTER
18200 W. 13 Mile Rd.
Birmingham 647-6500

MEDICAL SECRETARY & Aide in busy Ophthalmology office. Dictaphone experience necessary. 549-6000

NURSE AIDE

EXPERIENCED
FULL & PART TIME
All Shifts. Modern Suburban Nursing Home. Good pay and benefits.

HERITAGE
CONVALESCENT CENTER
18200 W. 13 Mile Rd.
near Southfield 647-6500

DENTAL ASSISTANT - Experienced 4 handed dentistry. Familiar with front desk. Salary commensurate with experience. Must enjoy dentistry & working with people. Written resume to: Dr. Myron Gee, 21701 W. 11 Mile, Southfield, 48076.

MEDICAL ASSISTANT - Experienced in EKG, venapuncture & X-ray, for Livonia office. 427-2330

NURSE AIDES

Part time or full time assignments in your area
Top Wages
Outstanding Benefits
MEDICAL
PERSONNEL POOL
Bloomfield-Pontiac
334-9220

PART-TIME Doctor's office. Send resume to: H. Chapman, 20561 Chief, Westland.

EXPERIENCED Medical billing typing required. Small congenial office, full or part time. Salary commensurate with experience. Birmingham area. 644-4134

RN-LPN

Good starting salaries, and good hospital benefits. Day and afternoon shifts, full time. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd
Westland, near Ann Arbor
An Equal Opportunity Employer

CHAIR Side Dental Assistant with experience in Four handed Dentistry. North Troy office. Salary salary. 689-9191

RECEPTIONIST. Doctor's office Full time. Southfield 8 Mile area. 559-5316

PERMANENT part-time dental assistant for Livonia specialty practice. Must be experienced, mature, neat & available full days. Call Marge at: 522-7314

MEDICAL BILLING DEPT
Experienced, insurance. Submit resume detailing past experience to Box 10299 Detroit, Mich 48219

CASHIER
Full time positions, large medical clinic, some experience with Blue Cross and Medicare preferred. For interview call 538-4700, ext. 202

X-RAY TECH
Registered Tech, full time position, large medical clinic. For interview call Ron 538-4700

NURSE AIDES

FULL & PART TIME
Days-Afternoons-Midnights
Apply in person
FRANKLIN MANOR
26900 Franklin Rd.-Southfield
352-7390

KITCHEN AIDES - full or part time, apply Hendry Convalescent Center, 30 Hagerty, Plymouth.

DENTAL HYGIENIST
2 days a week for progressive preventive practice. Please call 9-5 PM 349-4111

REGISTERED laboratory technician-full time, permanent position on Madison Suburban Medical Clinic with modern equipment. Generous salary, pension and other benefits for responsible, well trained person capable of running lab. Experience and references required. CALL 9AM-5PM 547-2100

DENTAL receptionist for Livonia specialist's office. Experienced only. Send photo & resume to box 10 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MEDICAL TECHNOLOGIST - ASCP preferred to run laboratory for afternoon shift 3:30 PM to Midnight. Pleasant working conditions with liberal fringe benefits. For appointment call 271-7171

LABORATORY AIDE - For processing specimens with experience for afternoon shift 3:30 PM to midnight, Monday thru Saturday. Pleasant working condition with liberal fringe benefits. For appointment call 271-7171

CHAIRSIDE DENTAL assistant. Excellent opportunity in progressive group practice. Knowledge of all phases of dentistry. Certification or experience necessary. 478-2110

504 Help Wanted Office-Clerical

NEED CASH!

Then consider this: A position with one of the top paying temporary agencies in the Metro area. We have immediate openings for:
EXEC SECRETARIES
STENOS
SECRETARY TYPISTS
Experience the security of a good paying job. Let your skills & knowledge earn an average of a challenging career with us. For more information & personal interview call

Downtown
Darlene 963-5026
Suburbs
Nancy 398-4390
MATCHMAKERS
OFFICE SERVICES

WOMAN for order department, must be accurate with figures & have a pleasant phone personality, some typing, personal interview only apply at: Slater Wallcoverings - 31185 Schoolcraft, Livonia.

504 Help Wanted Office-Clerical

0 is for
OFFICE SKILLS

Typists, stenographers, key punchers, switchboard, figure clerks, general office. Choose your own work schedule. Yes, you can at Manpower. No Fee Interested?
See - Doris O'Connell,
24755 5 Mile at W. of Telegraph
or Carol Gunther
29256 Ryan Rd. at 12 Mile

MANPOWER®
Temporary Services
We'll give you the help you need.
An Equal Opportunity Employer.

504 Help Wanted Office-Clerical

SECRETARY

To Division Manger of Southfield firm. Immediate opening for individual having excellent typing skills with good composition and spelling ability. Must be able to handle diversified office duties Shorthand not required. Pleasant working conditions. Send resume with salary history to:

Martin Whelan
DELTANET INC.
P. O. Box 559
Southfield, Michigan, 48075
Equal Opportunity Employer M-F

LEGAL SECRETARY. Farmington Hills lawyers seek part-time experienced Legal Secretary. Call for appointment. 553-9680

RECEPT.-SWITCHBOARD-OPR. Interesting position for personable mature individual who enjoys working with public. Phone experience desirable, typing helpful. Birmingham location. Call after 1 pm. 647-8414

BOOKKEEPER

Real Estate management, multiple companies. Northwestern-10 Mile area. Qualified, full service bookkeeper with secretarial duties. Excellent salary & benefits. Opportunity for advancement. Send resume to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXECUTIVE SECRETARY-for large Troy firm, to work in very pleasant office. Requires 5 years experience with 70wpm accurate typing and 100wpm shorthand. $16,000 plus great benefits. Fee Paid.

SECRETARY-for Troy company, involves typing, filing plus switchboard. Required skills typing 80wpm shorthand. $800 plus major medical health & life insurance. Fee Paid

BOOKKEEPER-for Madison Heights firm to handle full charge responsibilities $800 Fee Paid.

GENERAL OFFICE-For Insurance Company in Southfield, beginning position. No experience necessary. Requires 35wpm accurate typing. Good advancement. $600 plus health, life and savings plan. Fee Paid

OPEN SATURDAY 9am-12noon
Accuracy Personnel
642-3050 358-2010

CAREERS
NOT JUST JOBS
RECEPTIONIST/TYPIST. Farmington Manufacturing company needs your pleasant personality and good typing skills for this position. Salary $145. Excellent benefits. Fee Paid.

SECRETARY. Large Farmington corporation has job opportunity for individual with cheerful personality and one year office experience. Knowledge of dictaphone or shorthand. Salary to $750. Fee paid.

SECRETARY with previous experience. Good typing skills. Beautiful office. Great benefit program. Fee paid. Call or send resume to:
TLC PERSONNEL
8623 Wayne Rd.,
Westland, 48185
522-4330

GENERAL OFFICE

Mature woman with management company experience preferred for general office work. Pleasant telephone manner. Southfield area. 358-3777

AVAILABLE NOW

Exec Secy's (N.E. N.W.) to $15500
Secretaries-Shorthand $666
Keypunch Operators $800
Secretaries, no shorthand $750
Clerk Typists $700
Receptionist $650
File Clerk $452
Medical Assistant Open
Accounting Clerk $670
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32969 Hamilton
Farmington Hills 553-3100

SOUTHFIELD MORTGAGE company has an opening for an experienced Investor Accounting Clerk. If qualified call:
355-5200, Ext. 262

ACCTS RECEIVABLE CLERK
With typing skills, billing, filing and use of business machines. Send resume to Personnel Director, Madonna College, 36600 Schoolcraft, Livonia, 48150
Equal Opportunity Employer M F

SECRETARY
Permanent part time. Challenging position for competent secretary with good experience. Accurate typing & shorthand required. Must be able to work independently & enjoy public contact. Pleasant working conditions at convenient Farmington Hills location. Call 8am-5pm. 647-7960; After 6pm 647-0814

SECRETARY for 1 girl sales office. Call C. P. Clare & Co. 553-2820
An Equal Opportunity Employer

EXPERIENCED Accountant with general office ability. Howe Services Inc., Birmingham. 644-8080

SECRETARY

MANAGERIAL ASSISTANT
Duties include typing, filing, dictaphone and assisting property manager in local office of national corporation. Opportunity for sharp individual to advance within the company. Northland area. PART OR FULL-TIME. Call Mr. Cowen

535-7855

EXPERIENCED COLLECTIONS girl needed for insurance agency. Pleasant phone manners. Full time, $135 weekly plus benefits. 855-2600

SECRETARY-TYPIST. Must operate tape transcriber. Full time or part time. Ace Adjusting Co. 968-1867

504 Help Wanted Office-Clerical

PERSONNEL

Sales oriented individual for expanding employment agency.
477-9842

MAKE YOUR MOVE NOW
LET KELLY SHOW YOU HOW

For Your Career
For Your Future

See KELLY GIRL. Becoming a Kelly Girl Temporary Employee is a great way to enter or ease yourself back into the work force. You can work a day, a week, a month or longer. As a Kelly employee, you'll go places - interesting places where some of Detroit Metropolitan's top companies. Not sure about your field? Try all fields and earn TOP RATES. You only need to register to start a new and varied career.
•Secretaries
•Typists
•Dicta Typists
•Key Punchers
•Switchboard
•Receptionists

KELLY GIRL
A Division of Kelly Services
Not an agency Never a fee
Renaissance Center 259-1400
Bloomfield Hills 642-9620
Southfield 424-3100
Livonia 522-4020
Madison Hts 398-2680

SUBURBAN OPPORTUNITIES

ACCOUNTING CLERK, to $750. 2 years+ formal accounting courses. No typing. Novi area.
SECRETARY, to $825. S.H. 80. Type 70. Challenging position in Tel-Ltz area.
INSURANCE TECHNICIAN, to $725+. Company will train individual with figure aptitude. Some college preferred. Southfield.
PROOFREADER, to $625. Confident in grammar, spelling and adding machine Southfield.
SECRETARY, to $825. For large real estate development company. Farmington Hills.
EMPLOYERS PAY ALL FEES
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

ACCOUNTING DEPARTMENT OF FARMINGTON HILLS BASED FIRM REQUIRES MATURE, WELL ORGANIZED INDIVIDUAL FOR FULL-TIME POSITION INVOLVING COMPLEX COMMISSION CALCULATIONS AND A VARIETY OF BOOKKEEPING FUNCTIONS. SALARY COMMENSURATE WITH EXPERIENCE. ASK FOR MS. HANSON 851-1900

GENERAL OFFICE
$8100
National company in great location is looking for good Typist who enjoys varied duties along with light contact. Call Kathleen now.
SNELLING & SNELLING
478-3500

RECEPTIONIST - typing 50 WPM, office experience required, excellent benefits. 8700

SECRETARY - Birmingham sales office, 80 WPM typing, some shorthand, good math ability, phone work. $700. Fee paid.

ADMINISTRATIVE - assistant, Southfield, excellent skills and experience. $12,000. Fee paid.

LOIS RAY
PERSONNEL
559-0560

SECRETARY - good typing with very light shorthand. 2 years office experience. $700 All benefits Fee Paid. Beryl Personnel, 4274 N. Woodward, Royal Oak 576-0220

ACCOUNTS RECEIVABLE CLERK - with knowledge of 1,5000 bookkeeping machine To $225. All benefits. Fee Paid Beryl Personnel, 4274 N. Woodward, Royal Oak. 576-0220

RECEPTIONIST
Rapidly growing suburban company wants you! People ability, enthusiastic phone voice and personality will make you successful. Excellent benefits. 1691 monthly. Call Chris.
644-4600
SNELLING & SNELLING
AGENCY

RECEPTIONIST
$8300
Lots of public contact working for suburban dealer. Scheduling appointments and handling the balling will keep you busy here Call Kathleen today.
SNELLING & SNELLING
478-3500

SALES SECRETARY
Experienced Typist, Personable, Extensive Filing, Typing & Organizing.
Schreiber Mfg. Co. Inc.
1400 W. 14 Mile Rd.-Clawson

FULL CHARGE Bookkeeper and office manager, experience required. Must be able to do Trial Balance, maintain accounts receivable, payable, payroll and administer employee insurance. 1½ yrs office, small manufacturing job shop. Fraser area. Call 294-8100

CLERK-TYPIST
Full-time for Student Services Office. College of Lake County Learning, Wayne State University, Southfield Center, W. 12 Mile Rd. -between Inkster & Telegraph, Mrs. Flack. 356-2104

ACCOUNT CLERK CASHIER
Cashier teller experience helpful. Accurate use of typewriter and other office machines important. Must enjoy working with public. Salary $8,281 year, excellent fringe benefits. Call: Personnel Office for appointment. City of Farmington Hills.
474-6115

SECRETARIES
DICTA-TYPIST
TYPISTS
We need your good skills. We have assignments in Southfield area. Earn extra money. Give us a call.
TEMPORARY STAFF
353-6507

SECRETARY - Automotive sales office. Good benefits. 11 Mile, Lahser.
354-4310

ADMIN. SEC'Y

Friendly suburban company seeks ambitious typist to handly sales coordination. $750. Excellent benefits. Company pays your fee.
PERMANENT STAFF
522-4310

EXECUTIVE SECRETARY
$250 a week. Must have good secretarial skills. Sterling Heights. Fee paid. Monarch Personnel 773-5900

INSURANCE

Bright individual needed for agency in N. suburb packaging & personal lines. Experience needed. Company will train comp and liability to you. Little office work or $ to $ Excellent salary for sharp person. Fee paid. Call Gina, at Frank Marsh Agency 358-4854.

504 Help Wanted Office-Clerical

FARMINGTON
FEE PAID. Great spot for the accurate Typist who likes dealing with people. Super starting salary with guaranteed increases!
VARIETY JOB $725 PLUS
FEE PAID. Here is that opportunity to utilize not only your good clerical skills, but also your administrative abilities!
INSURANCE EXPERIENCE
FEE PAID. We have a company who is willing to pay top salary and benefits that include dental for your experience!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

RECEPTIONIST
Farmington area firm looking for receptionist with pleasing personality. Some typing & clerical work involved. Experience not essential but some of Detroit Metropolitan's top companies. Not sure about your field? Try all fields and earn TOP RATES. You only need to register to start a new and varied career.
•Secretaries
•Typists
•Dicta Typists
•Key Punchers
•Switchboard
•Receptionists
KELLY GIRL
A Division of Kelly Services
Not an agency Never a fee
Renaissance Center 259-1400
Bloomfield Hills 642-9620
Southfield 424-3100
Livonia 522-4020
Madison Hts 398-2680

CLERK TYPISTS

2 WEEKND postions are available on the day shift for experienced TYPISTS for the emergency room and pharmacy Holiday coverage required. Excellent salary and fringe benefits Contact: Personnel Office.
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600.

PEOPLE CONTACT
SECRETARY
Successful auto related company seeks personable you with sharp skills for Troy office. $975. Fee paid. Benefits Call Kyle Fox.
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY for current in Southfield law firm. Office in American Center, with knowledge of corporate real estate law to replace retiring secretary. Contact Mr. Allen at

SHARP SECRETARY needed for busy office of building company. Good typist, dictaphone, shorthand would be helpful. Fringe.
GENERAL OFFICE
$8100
National company in great location is looking for good Typist who enjoys varied duties along with light contact. Call Kathleen now.
SNELLING & SNELLING
478-3500

RECEPTIONIST - typing 50 WPM, office experience required, excellent benefits. 8700

SECRETARY - Birmingham sales office, 80 WPM typing, some shorthand, good math ability, phone work. $700. Fee paid.

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LOIS RAY
PERSONNEL
559-0560

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RECEPTIONIST
Rapidly growing suburban company wants you! People ability, enthusiastic phone voice and personality will make you successful. Excellent benefits. 1691 monthly. Call Chris.
644-4600
SNELLING & SNELLING
AGENCY

RECEPTIONIST
$8300
Lots of public contact working for suburban dealer. Scheduling appointments and handling the balling will keep you busy here Call Kathleen today.
SNELLING & SNELLING
478-3500

SALES SECRETARY
Experienced Typist, Personable, Extensive Filing, Typing & Organizing.
Schreiber Mfg. Co. Inc.
1400 W. 14 Mile Rd.-Clawson

FULL CHARGE Bookkeeper and office manager, experience required. Must be able to do Trial Balance, maintain accounts receivable, payable, payroll and administer employee insurance. 1½ yrs office, small manufacturing job shop. Fraser area. Call 294-8100

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Full-time for Student Services Office. College of Lake County Learning, Wayne State University, Southfield Center, W. 12 Mile Rd. -between Inkster & Telegraph, Mrs. Flack. 356-2104

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Cashier teller experience helpful. Accurate use of typewriter and other office machines important. Must enjoy working with public. Salary $8,281 year, excellent fringe benefits. Call: Personnel Office for appointment. City of Farmington Hills.
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TYPISTS
We need your good skills. We have assignments in Southfield area. Earn extra money. Give us a call.
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353-6507

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Friendly suburban company seeks ambitious typist to handly sales coordination. $750. Excellent benefits. Company pays your fee.
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EXECUTIVE SECRETARY
$250 a week. Must have good secretarial skills. Sterling Heights. Fee paid. Monarch Personnel 773-5900

INSURANCE

Bright individual needed for agency in N. suburb packaging & personal lines. Experience needed. Company will train comp and liability to you. Little office work or $ to $ Excellent salary for sharp person. Fee paid. Call Gina, at Frank Marsh Agency 358-4854.

504 Help Wanted Office-Clerical

STENOGRAPHER-BIG 3
$11,000
Now is your chance to work for one of the Big Three in their Purchasing department. Excellent opportunity plus benefits. Call Tina.
SNELLING & SNELLING
478-3500

LEGAL TRAINEE

Suburban Legal office wants your excellent typing. Great benefits and FEE PAID. 8700.

PERMANENT STAFF
353-0505

EXPERIENCED, mature woman, small office, pleasant telephone manner, accurate typing, detail oriented. Call 9 A.M. - 1 P.M. 827-6422

SECRETARY, shorthand. Mental Health Clinic. Experienced. Reply to: Box 800 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY

GIRL FRIDAY
Excellent ground floor opportunity in small Southfield office for personable aggressive person with minimum two years secretarial experience High income potential for person able to handle secretarial duties as well as some telephone sales. Salary and commission, 559-5140.

LEGAL SECRETARY for Southfield firm. Excellent typing, dictaphone, shorthand required. Experience preferred. Call Mr. Hallett 559-2970

RECEPTIONIST. Chiropractor office. Mature adult woman. Non-smoker. Part-time, afternoons, 1 P.M. Monday, Wednesday and Friday. 659-0250

RELIGIOUS school in W. Bloomfield requires secretary immediately. Sun. Tues and Thurs. Dr. Julius 851-6800

ACCOUNTING CLERK
95% posting of accounts receivable & payable. Light typing, some math work. Month end figures Martin Consolidated, Livonia area, call 525-5400

ACCOUNTING CLERK
Or Jr. Bookkeeper
Person good with figures, experience unnecessary. Apply at Allen 1:30 PM. Alsar. 21121 Telegraph, Southfield.

SECRETARY, experienced in bookkeeping and shipping and receiving. Must be good with numbers, can be full or part time 34 per hour. Call between 9 am and 3 pm 226-3615

LARGE DENTAL SUPPLY house located in Livonia looking for a sharp girl to work shortened 4 hours a day and light clerical work 4 hours. Experience not necessary, will train. Good benefits. For interview call Barbara at 591-3500
An Equal Opportunity Employer

BOOKKEEPER TYPIST
For expanding CPA firm in Southfield. Some practical or educational experience desirable but not required. This Full-time position offers very pleasant working conditions and advancement opportunities. Beginning duties will include light typing and assisting in monthly bookkeeping work on various small business accounts. 356-2190

SWITCHBOARD-TYPIST, bookkeeping helpful, real estate office. Monday thru Friday 11 AM - 8 PM King Realty 342-8900

SUMMER JOBS
Typist
Dicta Typist
NEW TO AREA
NEED SUMMER WORK ONLY?
Why not be a POOL GIRL. We have openings now just for you. Must be able to type (if you take shorthand - that is super TOP PAY NEVER A FEE.
478-8350
OFFICE
PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1946

ACCOUNTS CLERK

We have opening for full time accounts clerk with light typing skills. Liberal fringe benefits 8 am to 4:15 pm Mon. thru Fri. For appointment call: Miss Nicholson, Hotel Dieu 961-1580 ext. 39
Equal Opportunity Employer M F

JR. SECRETARY

Excellent opportunity for mature individual with good typing skills. Salary commensurate with experience. Liberal fringe benefits. 8 am to 4:15 pm. Mon. thru Fri. For appointment call Miss Nicholson, Royal Globe Insurance Co. 569-2100
Equal Opportunity Employer M F

SECRETARY, immediate opening in Livonia law firm for person with good clerical skills. Good telephone personality. Accurate typing in excess of 60 wpm. Southfield. Call 9AM to 5PM Ask for Sue. 477-8233

Receptionist
General Office

Including light number skills. Work experience desired. Report directly to President of small, modern sales office located M-59 Crooks Rd. Call for interview weekdays 10 AM - 3 PM:

852-6503

INSURANCE AGENCY
Commercial lines and or personal lines secretary. Highest salary for experienced individual Southfield office. 569-5690

EXECUTIVE
SECRETARY
Knowledge of general office procedures. Typing and light bookkeeping required. Full time position in new Livonia office. Good salary plus fringe benefits.

261-4640

CLERK/TYPIST needed by Farmington Office of Visiting Nurse Assoc. to do a variety of duties. 35 w.p.m. required. Salary $7,200 to $7,980. Excellent benefits. Please contact Audrey Swanson 633-7227
An Equal Opportunity Employer

RECEPTIONIST - TYPIST, law firm, part time, 1-5 P.M. 464-3300

SWITCHBOARD
PART-TIME

BIRM/HAM. MANUFACTURER Seeking General Clerical experience. PBX not necessary.
CONTACT: Salary Personnel
STANLEY DOOR SYSTEMS
2400 E. Lincoln, Birmingham
646-1100
An Equal Opportunity Employer

NEED PART TIME Person preferably with ad agency or media experience. Bookkeeper/Clerk, five ½ days per week. No Saturdays. No heavy typing. 342-8944

LEGAL Secretary, Southfield office. Some experience or will train. Accurate Typing, excellent speed, shorthand, good salary. 568-1911

504 Help Wanted Office-Clerical

SUMMER WORK-NO FEE
Need Money, want work close to home. Call and come in to fill out an application
CLERKS RECEPTIONISTS
TYPISTS DEMONSTRATORS
STENOS SWITCHBOARD/OPRS
SUBURBAN OFFICE SERVICES
Rsch 651-1500 Farm 477-9849

FORTUNE 100 Company seeks an aggressive self starter with secretarial skills. Highly professional atmosphere within advertising and sales promotion department. We are an equal opportunity employer. Send resume and salary history to Ms Susan Kearney, P O. Box 2000, Southfield, Mich 48037 275-5550

CLERK-TYPIST, posting, typing and general office work for 2 girl office in Birmingham. Must have good figure aptitude. Call Elaine for appt. 644-0403

STATISTICAL TYPIST 60-65 WPM, excellent salary. Northwest area. 864-0700

SECRETARY - Bloomfield Hills law firm, typing, shorthand, dictaphone experience required. Excellent salary, benefits. Pleasant surroundings Call Mr. Waddell or Mr. Lewis 333-7341

TYPING - General Insurance Office. Full or Part time. Some experience desirable. Troy area. 362-3120

STAFF SECRETARY
High school graduation is required. Minimum of 3 years general office experience required. Secretarial experience is necessary. Complete of a typing test at the University, superior typing standards and ability to take and transcribe dictation is required. Secretarial experience in health or academic field is highly desirable. For application please contact:
OAKLAND UNIVERSITY
EMPLOYMENT OFFICE
141 N Foundation Hall, Rsch
377-3183
An Affirmative Action Employer

WESTLAND Law Office Legal Secretary needed immediately. Personal injury, medical experience preferred Dictaphone, typing 65 WPM. Salary commensurate with experience Contact: Blythe, 729-4350

GENERAL OFFICE
Daily Sales Report. Part time-Part Time. Mature person preferred. Call between 10am-2pm. 641-6770

WANTED Accounts Receivable clerk, experienced with adding machine and typing necessary. Position also requires pleasant telephone personality. Tues thru Sat. 9AM-5PM. Many fringe benefits. Phone 644-0413

AGGRESSIVE person willing to learn all phases of office procedure. Must be accurate typist, good with figures, pleasant telephone voice. Office experience helpful. Excellent fringe benefits. Call for appointment. 644-2220
An Equal Opportunity Employer

CAPABLE PERSON to handle correspondence, recordkeeping and some research for office of publisher. Accurate typist with knowledge of jobs. No smokers Livonia. Call Pat between 9 AM and 3 PM 477-6500

FULL or part time office help. Must have neat handwriting, good with numbers and pleasant personality. Apply 3PM-5PM Monthrough Friday. 21366 Schoolcraft, Detroit

LEGAL SECRETARY wanted for Southfield office. Experience desired Call Vicky 353-6503

INSURANCE

Experienced person to manage department of local agency. Field area COMMERCIAL FIRE, HOME OWNERS, MIS CASUALTY. Rating & billing; small 6-get office. All benefits paid. Good salary.
CALL ASSISTANT TREASURER
645-5100

PERSON with collection experience needed for full time position with mortgage company. Possible advancement to manager, send resume and salary requirements to Servicing Manager, Box 130, Royal Oak, Mi 48068

SECRETARY
TRAVEL CORP
Executive requires sharp individual with good skills including typing, shorthand, telephone Southfield area Start $750 per month plus great fringe benefits 557-5145

RECEPTIONIST. Experienced, good typist and shorthand skills necessary. 8 Mile-Southfield area Call for appointment Mrs. Mueller 354-0300

LEGAL SECRETARY. Southfield law firm Good benefits and opportunity Salary commensurate with experience. Minimum 2 years experience 559-5554

NATIONAL COMPANY small office. Bright girl needed. Good typist, aptitude with figures. 5 days-full time. All benefits Call 557-2500

COST ESTIMATOR
PRODUCTION COORDINATOR
Established medium sized manufacturing company in northwest area offers immediate full time opportunity with great growth potential and excellent fringe benefits. Math aptitude essential, office experience preferred. Send resume, salary history, to Box 800 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
An Equal Opportunity Employer

RECEPTIONIST wanted for law office in Wayne. Typing required 50 WPM & phone experience needed. Salary commensurate with experience. Call 729-3700

PERMANENT PART TIME Key Punch Operator. 7-10 hrs per week, flexible shift. Must punch 14,000 per hour. Work with minimum supervision. 569-3177

EXPERIENCED receptionist needed immediately for Southfield law firm, call telephone message receptionist after 10 AM, leave name and phone number and call will be returned following morning. 559-0609

CLERK-TYPIST
For insurance company located in Tel-Twelve area. Good salary, Fringe benefits. 35 hour work week. Pleasant atmosphere. Call between 8:30 AM - 4 PM.
642-6013

INSURANCE
SECRETARY

5 years general agency experience, homeowners, rating and typing. Pleasant Bloomfield Hills surroundings

644-7161

CLERICAL help needed in insurance agency. Permanent full time. Salary based on experience 626-7387

ACCOUNTS payable & receivable through trial balance, immediate opening, salary open. Southfield area. Ms Nagy. 358-3121

SECRETARY-SALES

A Nation Wide Food Management Company located in the Southfield area is seeking a qualified individual for a position as a SECRETARY for he SALES VICE-PRESIDENT. Required skills include:Accurate typing, Experience in Bookkeeping and strong organizational abilities. This position offers growth potential, a good benefit programm and a salary commensurate with experience. For an Appointment Please, Contact: NANCY EBEL
644-7500
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ROMULUS MANUFACTURER needs typist. If interested call 941-3600

Key Punch Operator

FULL TIME
Several responsible openings for DATA INPUT OPERATORS, previous key punch experience preferred, however, will train a clerk typist with knowledge of 10 key numeric machine and typing at least 40 WPM. All shifts available
Apply Employment Office
SINAI HOSPITAL OF DETROIT
Professional Bldg.-Lower Level
18400 W. McNichols
Equal Opportunity Employer M F

CLERK TYPIST. Immediate openings in Southfield Opportunity for advancement. To qualify you must be a High School Graduate or equivalent or have 6 months of appropriate experience. Must be able to type minimum 40 WPM. Passing a written test is mandatory. $7,320 per year to start. If interested call Cornelia Smith
226-6227
Department of the Treasury
Internal Revenue Service

RECEPTIONIST - secretary, light shorthand, Southfield, Town Center Building, hours 8 A. M to 5 P. M., Monday thru Friday Call E. S. Gross. 352-0002

WORLD wide computer manufacturer needs full time receptionist to answer telephone, do typing, greet customers, operate computers on occasion & occasionally do some keypunching. Excellent benefits. Good working conditions & good benefits. For interview call 233-2020

RECEPTIONIST
Receptionist - long term opportunity for mature person with business experience Must type well. Birmingham office. Call between 9-10 A. M. 641-5490

SECRETARY. Assistant to public Relations Department. Must have shorthand and typing skills Good at organizing and enjoys working with people. $150 per week to start. excellent benefits, call Marge at 357-8100

BOOKKEEPER for non verified accounting firm. Must be experienced. Skills should include payroll, payroll taxes, bank reconciliations, trial balance. Livonia area. Write box 874 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TELEPHONE RECEPTIONIST
WANTED
For rapidly growing company moving to new facility in Livonia Weekly salary of $125 plus benefits including company paid Blue Cross Candidate must have outgoing personality and light typing ability Send resume to:
global homes
17317 W. 8 MILE RD
DETROIT, MICH 48235
Or Call Mr. Fenter at 538-5270 between 9 AM & 5 PM.

GENERAL OFFICE - Full time Must type, be alert & efficient Call Tuesday & Thursday after 9PM 474-7480 Other time 671-1565

BOOKKEEPER, general ledger & payroll. Prepare trial balance & statement Quarterly payroll reports and adjusting journal entries. Hendry Convalescent Center 655-6310

LEGAL SECRETARY experienced Bloomfield Hills Sales agency. Call Mr. Hanson 334-6600

EXPERIENCED LEGAL Secretary wanted for Southfield Defense Firm, good benefits. Call Cathy 355-1494

SECRETARY
GENERAL OFFICE
Take Charge Secretary with diversified General Office Duties Pleasant 4 girl office Good Shorthand, Typing & Knowledge of Office Procedures required 9 Mile - Southfield Location
557-2500

SECRETARY
Experienced for established Insurance Agency in Troy. For interview, call Mr Archey at 879-9000

SECRETARY
for headquarters of multi - office Real Estate Company in Troy. Experienced, excellent typing, shorthand. Work on variety of financial reports 643-9439

KEYPUNCH-KEY TAPE OPRS
Schoolcraft - Middlebelt Area
Minimum 6 months experience, full or part time, days, afternoons & midnights Call between 10 A.M.-12 Noon 522-1210

CLERK/TYPIST,

Challenging position for individual with General Office experience Diversified duties Pleasant surroundings & benefit package For interview appointment Call

368-3800

KEY LINER
Experience Necessary
Full Time Days
335-2960

EXPANDING PROPERTY Management Firm needs assistant manager for high rise complex Southfield area Some typing and office skills Call 641-3354

FILE CLERK

Birmingham branch of nationwide insurance company has immediate opening for File Clerk in Claims Dept. No experience needed. Light typing skills required Excellent employee benefits & promotional opportunities Call Vicki Sain for appointment 645-2700

LIBERTY MUTUAL
INSURANCE CO

•Telegraph at 12½ Mile•
An Equal Opportunity Employer

LANDSCAPE CONTRACTOR needs secretarial help Telephone answering & some typing required Knowledge of landscape materials helpful Call Cristabelle 352-2022

TYPIST interesting position available for typist with good skills 45-60 WPM. to run Pertec 6400 Word Processing and Teletype machines. Will train. Other general office skills also required Work on sales area of fast - paced, rapidly growing industrial laser manufacturer. Compensation commensurate with ability and experience. Apply Photon Sources, 31100 Plymouth Rd or call Karen Jones between 8 am - 12 noon

BOY-GIRL Friday. Home furnishings store Payables-receivables Phone, general office keeping. 40 hour week, 9AM-5PM Some experience preferred Group Blue Cross available. Birmingham-Bloomfield area. Call between 4PM-7PM 626-6292

SECRETARY
Full time with land developer, typing 60 wpm, dictation, shorthand, bookkeeping. Apply in person 26610 Michigan Ave., Dearborn, or call for appointment. 565-9050

WRIGHT KAY Jewelers has openings for full or part time office person, previous experience helpful. So if you're looking for a career, not just a job, contact Bob Rogers, in person. Wright Kay Jewelers, Fairlane Town Center.

GENERAL OFFICE. Experience preferred. Type 55 w.p.m. 348-2078

FULL-TIME for small machine shop. 1 girl office. Livonia area. Must be experienced with pay roll & peg board system. Job will include some typing, filing & many minor duties. Wages will depend on ability & experience. Quality Products, 36761 Amherst Rd., Livonia. 591-3121

504 Help Wanted Office-Clerical

EXPERIENCED, answering telephone, light typing Real Estate office. Southfield. 557-0770

EXPERIENCED TYPIST and Light Bookkeeping for progressive agency. Good salary plus fringe benefits. Apply Mon thru Fri 10 AM - 3 PM. Physician's Rehabilitation Service, Suite 1504, Southfield Trustee's Tower.

CLERICAL

International corporation presently located in Southfield has moving soon to Troy has several permanent openings. Requires good clerical skills and typing ability. Must have 1 to 2 years experience in either payroll, billing or accounts receivable.
Call 569-5700 ext 256 for an interview appointment
Equal Opportunity Employer M F

TYPIST &
GENERAL OFFICE
Apply in person at
LAKSER HILLS
NURSING CENTER
25200 Lahser Rd. Southfield
354-3222

Accounting
Clerks

Expansion creates openings for several accounting clerks: Both Payable and or Receivable experience We offer excellent working environment, opportunities for growth. Unusual employee benefits Send resume or call Mrs Laidlaw 349-6700

GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Mi. 48167

SECRETARY
Needed in 2 girl District Sales office for Flintkote in Southfield Call Sharon McCormick for details
557-2330

PART-TIME HELP wanted Secretarial skills required 12 Noon - 5 PM, Wed Thurs. Fri Call before 9 AM 539-7981

EXPERIENCED TYPIST & Receptionist. Farmington Immediate opening, full time Accurate essential 8:30-5 PM Call Mrs Brady. 478-3600

SECRETARY

Needed for Progressive Company
With Profit Sharing in Farmington Hills Typing, shorthand general office work CALL
478-6100

MORTGAGE
LOAN
CLOSER

We are looking for a person familiar with Mortgage Closings This job consists of typing & preparation of closings to be sent to Title Companies Many fringe benefits Call Don Van Akin

Mid-States Mortgage Corp
543-5505

MATURE PERSON for 1 girl office secretarial office management position Good salary & benefits 453-2966

KEYPUNCH OPERATOR
Southfield area afternoons Unique or key to disc experience Call Ellen 352-2840

SECRETARY Shorthand typing, prefer Troy applicant. Southfield location 559-5030

DOCTOR'S office (Plymouth-Evergreen area) wants experienced girl for phone, pegboard, insurance forms and general office work.
435-4241

A SECRETARY needed Girl Friday. Experience necessary. Good pay. Call after 5 PM Bookkeeping. Filing Ask for Mr Work 559-1834

RECEPTIONIST

We have an immediate full time opening for a receptionist to work in our Physical Therapy department. Must be able to type at least 40 wpm accurately and have previous office experience as well as good organizational ability. We offer an excellent wage rate and a comprehensive fully paid benefit program. Qualified applicants apply at the Personnel Department
METROPOLITAN HOSPITAL
1800 Tuxedo, Detroit
An Equal Opportunity Employer

SECRETARY

Management consultant firm is seeking an individual with general office experience. Secretarial skills required with emphasis on composition. Shorthand helpful but not required. Pleasant surroundings. 101 A Seibert, 26032 Five Mile, Bedford Michigan 48239

STATISTICAL
TYPIST

Accounting firm has immediate opening for experienced individual Must have minimum typing 60 w