502 Help Wanted Dental-Medical

R.N.'S

Registered Nurses certified for full and part time positions in ICU and CCU on the midnight shift. Our Nursing Education Department provides classes for certification in specialized areas. Apply Tuesday through Friday, 9 AM to 12 Noon.

Crittenton Hospital
1101 W. University Dr.
Rochester, Mich.
equal opportunity employer M/F/H

OFFICE MANAGER

Wanted, bright, mature, organized person with supervisory & bookkeeping experience to handle the administrative responsibility of a busy 4 doctor Ophthalmology office in Livonia. General office, billing, insurance, secretarial and computer skills helpful. Good pay and benefits, with pleasant surroundings. Send typed resume with salary history to Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

FULL TIME - experienced medical receptionist, for busy Southfield internist's office. Salary based on experience. Call 645-2626

RECEPTIONIST with Ob-Gyn experience, also medical assistance experience. Part time Thursday & Friday. Novi area. 348-5400

PART TIME medical receptionist. Wed. Sat. Plymouth St. Job area experienced in all phases of insurance forms, must have knowledge of general office work. 335-6010

DENTAL ASSISTANT - experienced and mature preferred, full time, for Farmington Hills orthodontist's office. 855-2021

NURSE AIDES

Full time, all shifts, experienced preferred but not necessary. Apply in person.

WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grd.River & 9 Mile

MEDICAL TECHNOLOGIST

Small suburban hospital has a one year temporary opening for a Medical Technologist on our afternoon shift. Selected applicant must have a MLT or equivalent experience. Able to perform all areas including blood bank. We offer an excellent salary and congenial work environment. For more information call Personnel.

METROPOLITAN HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

REGISTERED NURSE

"ON CALL"

We have an immediate opening for a Registered Nurse with operating room, recovery room experience. If you are interested in working on an "as needed" basis and becoming a part of our dynamic and growing team, call Personnel for more information.

METROPOLITAN HOSPITAL WEST

28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

RNS or LPNS

Full or part time, days or offernoons. Apply

WILLIAMSBURG
Convalescent Dr.
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile
476-8300

RN's

VACATION REPLACEMENT
We have immediate openings for Registered Nurses to work throughout the Summer as vacation replacements. Positions are available on our day, afternoon and midnight shifts, part time and full time. If you are interested in working during the Summer in our Inpatient department, please call Personnel.

METROPOLITAN HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

NURSE AIDES

All shifts. Fee Paid while you train. No experience necessary. Apply in person. University Convalescent Nursing Home, 28350 Five Mile Road, Livonia.

NURSE AIDES

Immediate opening for experienced Nurse Aides in home health care and staff relief. Choose your own hours with top pay. Phone.

334-9220
MEDICAL
PERSONNEL POOL

NURSES

RN's and LPN'S. Let us show you the best of both worlds with our full time program.
WE PROVIDE:
•Guaranteed full time employment
•Excellent wages
ENJOY PAID BENEFITS
•Health Insurance
•Your Uniform Allowance
•Vacations
•In-Service Education.
•Time and ½ Holidays
•Milage.
•Mal-Practice Insurance
•Bonding
•Unemployment compensation

MEDICAL
PERSONNEL POOL
Bloomfield - Pontiac
334-9220

ASSISTANT for Optametric office, over 23, knowledge of insurance helpful but not necessary. Farmington Hills.
NEED mature woman for Receptionist position in busy Doctor's office. Must be experienced. Call. 866-8100

PATIENT EDUCATION CO-ORDINATOR

We are currently seeking a Patient Education Co-ordinator to work full time at our Mid-Detroit Hospital. A Masters Degree in Health Education is preferred. At least 2 years of Nursing and/or Educational Program Planning experience (preferably in a Hospital or Clinic setting) required. Experience in individual &/or group patient teaching is essential. We offer an excellent wage rate & a comprehensive fully paid fringe benefit program. Send resume in confidence to: Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

Nurse Aides

DAYS & AFTERNOONS
Starting salary $3 Hr.
WHISPERING WILLOW MANOR
49650 W. Warren
Canton 459-7060

TYPIST, for busy Troy Dermatologist. Part time. Call 646-1146

Pharmacy Technician

Immediate full time position available for a Pharmacy Technician. Must be an accurate typist. Prefer IV Admixture experience & training in a community college Pharmacy Technician program. We offer a starting salary rate of $4.90 per hour & a comprehensive fully paid fringe benefit program. Apply at the Personnel Department.

METROPOLITAN HOSPITAL
1800 Pontiac, Detroit
An Equal Opportunity Employer

CHAIRSIDE dental assistant, full time, some experience necessary. Livonia, Farmington Hills area. 474-6858

MATURE, ambitious, responsible person with typing and business ability, work well with others, permanent position. For personal interview, send letter stating qualifications to: 2561 Elizabeth Lake Road, Pontiac, Michigan 48054.

NURSES, looking for a future? O.R. Nurses, Staff Nurses, LPN, Medication Nurses come to Plymouth General Hospital, 15381 Plymouth

DENTAL HYGIENIST for prevention orientated practice. Livonia Area. One ½ day per week. Must be willing to learn our preventative techniques. Love Children & Happy disposition. Non Smoker. References. By appointment. 464-7720

DENTAL HYGIENIST to substitute for approximately 1 month this summer in Livonia specialty practice. Desire full time but will consider less, possibility of continuing position. Call Gloria at 522-7314

DENTAL RECEPTIONIST busy 3 man group practice, ½ day. Dental chairside experience desirable, not mandatory. Pension plan, competitive salary, pleasant working conditions. Telegraph-Grand Rand area. References required. Call Mary 531-2500

DENTAL OFFICE MANAGER Mature, intelligent person who relates well with people. Pleasant office, 4½ days, excellent salary, Northland 9 Mile, Medical Building. 569-3335

DENTAL ASSISTANT
Full time in busy central Livonia office. Must be 18 and a high school graduate. Prior experience not necessary, but helpful. Pleasant working conditions. Salary commensurate with ability. Call Mrs. Wicha, 261-7081

RN'S

needed at Northville Regional Psychiatric Hospital. $14,720 to $15,597. Michigan Civil Service benefits. Please contact Mrs. Dixon,

349-1800, ext 231
An Equal Opportunity Employer

MED. RECEPT. - OFC. MGR. for Farmington Hills Allergy office. Good pay for mature, experienced individual. Send typed resume to Box 860, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL RECEPTIONIST - with experience in insurance also, 4½ day week, Southfield. 477-2500

RN'S
LPN'S
AIDES
LIVE IN COMPANIONS
PHYSICAL THERAPIST
RESPIRATORY THERAPIST
NAME YOUR OWN HOURS
COMPETITIVE PAY SCALE
SHIFT DIFFERENTIAL
BLUE CROSS/BLUE SHIELD
VACATION PAY
18 Months from most hospital experience necessary.

MED - CALL
897-8941

RN'S & LPN'S
AFTERNOONS
Apply in Person

FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

RN'S-LPN'S
Afternoons-RN-$50 Day
LPN-$43 Day
MIDNIGHT-RN-$51 Day
LPN-$44 Day
Excellent Fringe Benefits
Apply In Person
DORVIN CONVALESCENT
25270 Morlock on Middlebelt, one block south of 8 Mile.

502 Help Wanted Dental-Medical

CRNA

Full time day position. Graduate from AANA accredited School of Anesthesia. Certification by American Association of Nurse Anesthetists desirable.

ANNAPOLIS HOSPITAL
33155 Annapolis Ave.,
Wayne, MI 48184
722-4000, Ext. 376

Annapolis Hospital is a unit of People's Community Hospital Authority. PCHA, Michigan's largest hospital authority, offers an outstanding salary schedule and fringe benefit package to those individuals able to satisfy the challenges of quality health care.

An Equal Opportunity Employer

New Horizons in nursing opportunities at Grace Hospital

At Grace Hospital, with each day unfolds a new opportunity for personal and professional growth, a deeper awareness of your unique contributions to health caring, and a broader career path upon which to travel.

For you, the nursing professional, our modern medical facilities mean more time spent with your patients and less with non-professional duties; for the community, the best in highly progressive patient care.

For more information, write or call: Jeanne Taylor, R.N. • Nurse Recruitment • Manpower Placement • Harper-Grace Hospitals • 3990 John R. • Detroit, Michigan 48201 • (313) 494-8082

For a personal interview call: (313) 345-7030

Harper-Grace Hospitals
Grace Hospital Division
18700 Meyers Rd.
Detroit, Michigan 48235
(313) 345-7030
Member Quadrangle Hospitals Association
Equal Opportunity Employer M/F

502 Help Wanted Office-Clerical

MATURE PERSON, full time for busy Ophthalmologists' office. Frig board, Insurance, telephone experience helpful. Full time. Reply: Box 791, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

CLERICAL-OFFICE

Desire and experienced clerical person for sales department in a medium size office located in the Farmington Freeway Industrial Park. Some typing. Must be neat, well organized and reliable. Call between 10 am - 12 noon. 477-8100 ext. 65

An Equal Opportunity Employer

SECRETARY/Bookkeeper for customer relations department of contemporary furniture store. Bookkeeping experience necessary. Please call Mrs. Lipson 626-0633

SCAN DESIGN

SUMMER WORK

NO FEE
Need Money? Want Work Close To Home? Call for an APPOINTMENT.

CLERKS
TYPISTS
STENOS
RECEPTIONISTS
SWITCHBOARD OPERATORS
DEMONSTRATORS

SUBURBAN
OFFICE
SERVICES
ROCHESTER 651-1500
FARMINGTON 477-9842

FREE VOCATIONAL
EDUCATION
BOOKKEEPER/SECRETARY/
MEDICAL TRANSCRIPTIONIST
TRAINING

The City of Livonia CETA program is seeking participants for CETA Vocational Education in BOOKKEEPER or SECRETARY or MEDICAL TRANSCRIPTIONIST. The program will begin in July. Tuition and books will be covered by CETA. Applicants must be unemployed or underemployed for 30 days and high school graduate or GED. Only those interested in a career will be accepted. Preference will be given to qualified applicants according to the rules and regulations of the Department of Labor. Special preference will be given to qualified veterans. Applications could be made at the CETA Office, 15420 Farmington Rd., 2nd floor, no later than 5 Pm., Friday, June 9th. For further information, call 522-8870.

An Equal Opportunity Agency

RECEPTIONIST - TYPIST, busy telephone, some experience, Farmington area. Call Mrs. Wicha, 477-8106

FULL CHARGE Bookkeeper for needs someone capable of taking books through Trial Balance, Payroll, Tax preparation and the handling of accounts payable a must. We need all the skills and bookkeeping background to go with it. Salary commensurate with ability. Send resume to P.O. Box 780, Royal Oak 48068.

REDFORD tool and die company needs general clerical girl. One year experience. Please call 531-5443

GENERAL OFFICE duties, full time position, typing required. Insurance office located in Southfield, Phone 557-0414

LEARN - legal. Troy firm will train person with office experience, no shorthand. Very good company in pleasant surroundings. Salary $700 to $800 with benefits and fee paid.

BEGINNING - typist for Troy company with top benefits. A great place to start. Salary starts at $525 with fast raises. Fee paid

ADVERTISING - agency needs secretary with outgoing personality for great job. Choice Troy location. Salary $750 with benefits and fee paid.

ADAMS
&
MARTIN
PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

DIAL A JOB
24 hr. service to hear about our most recent openings. 645-8780

504 Help Wanted Office-Clerical

BOOKKEEPER

Full Charge apartment Management Co. Southfield office. General ledger, subsidiary ledger, management statement, payroll tax reports. Experience required. Small office. Excellent opportunity for conscientious person. CPA interviewing for clients. Send resume to: Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPIST/CLERK
Some experience on phones. Farmington Hills area.
J. Lee Hackett Co. 478-0200

KEY LINER
Cold type & forms ruling experience. Full time, days.
555-2900

OFFICE GIRL for general office work & payroll. Full or part time. Experience not necessary. Will train. Apply: 12721 Michigan Ave., Dearborn.

AUTO BOOKKEEPER

Immediate opening for experienced bookkeeper for daily sales and relief phone operator. Must have dealership experience. Call Chris.
453-7500

Don Massey Cadillac
Plymouth, Mich.

TWO INSURANCE AGENTS require "Gal Friday", with typing & phone experience. Salary & bonus, full fringe benefits. Call Mrs. Lucas at: 56-4900

EXPERIENCED personal lines girl for small and growing Southfield Insurance Agency. Pleasant working conditions, salary commensurate with experience. 356-0011

EXECUTIVE - secretary, VP in charge of brokerage, excellent typing, shorthand, good figure aptitude, $10,000.

SALES - Secretary, Troy, experience plus good typing and shorthand for VP of sales. $10,600, fee paid.

LOIS RAY
PERSONNEL
559-0560

OFFICE MANAGER, experienced in typing, bookkeeping through P & L statements, receivables, payables and purchasing. Glassline, Inc., 199 W. Ann Arbor Trail, Plymouth.

FILE CLERK
$6800
Your future starts here. Rapid advancement available for the beginner. This national company will train. Fee Paid.
SNELLING & SNELLING
478-3500

EXECUTIVE SECRETARY-for Farmington firm to work for district manager. Requires 5 years experience plus excellent typing and shorthand. Salary $800 plus benefits. Fee Paid.

TYPIST-for Southfield firm. Requires good spelling plus two years office experience and 50wpm typing. $650 for increases plus benefits.

SECRETARY-Sales department in Birmingham. Requires 4 years experience plus accurate 60wpm typing and average shorthand. Challenging position with good advancement. Salary $666 plus great benefits. Fee Paid.

OPEN SAT. 9am-12 noon:

Accuracy Personnel
642-3050 358-2010

CLERK TYPIST
$7200
Young growing company needs your figure aptitude and typing skills today. Great benefits and beautiful offices. Ask for Tina.
SNELLING & SNELLING
478-3500

CLERK - TYPIST, experience on bookkeeping machine desired, full time employment, excellent fringe benefits. $120 per week. Equal Opportunity employment. Call 474-8290

ANSWER PHONE

Assist in Accounts Payable and other light business letters. Southfield area.

Central Heating Co.
353-8400

If you need a career change, call CAREER HOT LINE
For current openings
642-4224 Hours & Days
SECRETARIAL OPENING For Livonia Real Estate Office. Typing required. Good phone manner. Call BARBARA WALKOWICZ. 525-0990

502 Help Wanted Dental-Medical

NURSES' AIDES

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

EARN $2.70 - $3.35 PER HOUR

APPLY NOW

HENDRY CONVALESCENT CENTER
105 HAGGERTY RD. PLYMOUTH
455-0510

RN'S & LPN'S

Applications now being accepted
Placements available in your area
24 HOUR ANSWERING SERVICE

STAT NURSING SERVICE, INC.
2719 Fort St., Wyandotte
283-3045

2 Medical Secretaries

FAMILY PRACTICE-knowledge of Blue Cross/Blue Shield insurance

LABORATORY
65 wpm required for both positions. Experienced. Permanent, full time only.
Apply Personnel Department

MT. CARMEL MERCY HOSPITAL
6071 W. Outer Dr., Detroit 48235
(Near Schaefer)
864-5400, Ext. 235
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

TYPIST - RECEPTIONIST
For CPA firm in Bloomfield Hills. Position includes greeting clients, answering the telephone, filing, and typing financial statements. Prefer over 25. 858-2400

RECEPTIONIST
$7800
Pleasant personality and good phone voice will get you this superjob with a top company. Great benefits here. Kathleen.
SNELLING & SNELLING
478-3500

GENERAL OFFICE
$8400
Your new boss is waiting to train you for this great job. Must have a good figure aptitude and a eye for detail. Call Kathleen now.
SNELLING & SNELLING
478-3500

EXPERIENCED CLERICAL. Part time hours, 8:30 AM - 1 PM. Must have typing skills. Contact Grand River/Haggerty area. Phone Mr. Farrell: 476-8220

PERMANENT PART TIME

Immediate Openings for transcriptionist. Transcribe from cassette & the latest dictaphone equipment. Job requires excellent typing & English skills. Some experience helpful. Part time hours can be arranged between 8:30AM-4:45PM averaging 25 hours weekly. Birmingham location. Call Vicki Sota for appointment: 645-2700

LIBERTY MUTUAL
INSURANCE CO
(Telegraph at 12½ Mile)
An Equal Opportunity Employer

SECRETARY for Bloomfield Hills office of major law firm. Excellent typing and shorthand skills required. Chance for future promotion. $9400 plus excellent fringe benefits. 647-7500

SECRETARY/BOOKKEEPER for property management firm, Southfield area. 559-5890

SECRETARY, part time, 20 hours, 5 days, 9:30 AM - 3:30 PM. Typing skills, general office knowledge. Call 9:30 AM - 2:30 PM. 356-6616

RECEPTIONIST

SWITCHBOARD OPERATOR
Sell starter with pleasant personality to handle a busy switchboard. Company located in Southfield. Position includes light typing and clerical work. For further details, please call 358-3852, ext. 220

ADMINISTRATIVE Assistant with writing ability; plus duties of the department manager. Knowledge of the rules and regulations of the Department of Labor. Special preference will be given to qualified veterans. Applications could be made at the CETA Office, 15420 Farmington Rd., 2nd floor, no later than 5 Pm., Friday, June 9th. For further information, call 522-8870.

An Equal Opportunity Employer

RECEPTIONIST - TYPIST, busy telephone, some experience, Farmington area. Call Mrs. Wicha, 477-8106

FULL CHARGE Bookkeeper for needs someone capable of taking books through Trial Balance, Payroll, Tax preparation and the handling of accounts payable a must. We need all the skills and bookkeeping background to go with it. Salary commensurate with ability. Send resume to P.O. Box 780, Royal Oak 48068.

REDFORD tool and die company needs general clerical girl. One year experience. Please call 531-5443

GENERAL OFFICE duties, full time position, typing required. Insurance office located in Southfield, Phone 557-0414

LEARN - legal. Troy firm will train person with office experience, no shorthand. Very good company in pleasant surroundings. Salary $700 to $800 with benefits and fee paid.

BEGINNING - typist for Troy company with top benefits. A great place to start. Salary starts at $525 with fast raises. Fee paid

ADVERTISING - agency needs secretary with outgoing personality for great job. Choice Troy location. Salary $750 with benefits and fee paid.

ADAMS
&
MARTIN
PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

DIAL A JOB
24 hr. service to hear about our most recent openings. 645-8780

504 Help Wanted Office-Clerical

SUBURBAN OPPORTUNITIES

EXECUTIVE SECRETARIES, to $800. Farmington Hills and Troy. Typing 70 WPM, shorthand WPM.

BOOKKEEPER, to $215. Thru financial statements. Computerized bookkeeping helpful. Southfield.

GENERAL OFFICE, to $758. Southfield. Typing 50 WPM. Insurance company will train on rating.

CLERK TYPIST, $650. Good typist for diversified job with Farmington company.

EMPLOYERS PAY ALL FEES

Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

Switchboard Operator, Receptionist. Royal Oak law office. Shorthand required. Send resume to: Box 194, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

GENERAL OFFICE. Part time. Must type. Variable hours including some weekends. Apply Monday through Friday, 9 AM-4 PM. Arnold Home, 18520 W 7 Mile

LEGAL SECRETARIES

RENAISSANCE CENTER. This prestigious firm needs a full time secretary with administrative ability. Will direct the efforts of a support staff. Strong typing & dictaphone needed. Bookkeeping and shorthand nice. Superb working conditions. No fee. Salary to $14,000.

SOUTHFIELD. Corporate tax attorney needs 2-4 years solid secretarial experience. Modern work environment. Good benefits. Permanent, full time position. No fee. Salary to $13,200.

DOWNTOWN. Well respected and known firm needs strong shorthand and Mag II expertise. Work revolves around corporate tax and law. The best benefits. No fee. Salary to $14,300.

We have many other legal positions available in the Tri- county area on both a permanent and temporary basis. Never a fee to you for our service. Call, come in or mail your resume.

PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MI. 48075
358-0060

GENERAL office work, manufacturers representative in Southfield area. Excellent working conditions and fringe benefits. 358-5200

GENERAL OFFICE
Responsible person needed to handle diversified office duties. Neat appearance, pleasant personality and reliability a must. Permanent position requires experience with business machines and typing. Apply Mon. thru Fri, 8 AM - 5 Pm.

DOUGLAS FOODS
CORPORATION
22416 Industrial Rd.
Garden City, Michigan
522-8700

ACCOUNTING CLERK
Southfield location, mortgage banking experience preferred. Good benefits, salary open. Call Gail, 355-9200, ext 264

SECRETARY
Southfield location, full time position, type 60 wpm, shorthand 80-100 accurately. Good benefits, salary open. Call Gail, 355-9200, ext. 264

RECEPTIONIST
Exclusive design firm needs dynamic personality and communication skills, typing, excellent benefits and hours. $875 to start. Call Chris.

644-4600
SNELLING & SNELLING
AGENCY

INTERESTING OPPORTUNITY
FEE PAID. Super salary, beautiful suburban office and friendly atmosphere. All that's needed is your good clerical skills and your desire to advance.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

504 Help Wanted Office-Clerical

SECRETARY/Girl Friday needed for 3 man sales office in Southfield. Requirements-good phone personality, accurate typing and the ability to work independently. Some art talent helpful. Call Mr. Leroy, 424-6620

REAL ESTATE OFFICE, in Livonia, needs Receptionist/Secretary. Call Mr. Lane after 5 PM. 425-1500

RECEPTIONIST: Mature women for lobby desk, weekends. Southfield. 559-1110

TAKING Applications for secretarial and general office work. Send resume or phone, Exectrode Inc., 31120 Industrial Road, Livonia. Ask for Mr. Dressell. 427-9200

RECEPTIONIST-TYPIST, experienced, personality plus for long established firm. Salary, fringe benefits 353-2300

SOUTHFIELD LAW Office, experienced Secretary, good skills. Pleasant working conditions.

SECRETARIAL PLUS VARIETY
Tired of looking at the clock? Then you'll like this secretarial position in a small, busy Farmington Hills office where job includes Secretarial duties plus a variety of other assignments. Good shorthand and typing skills a must. Lovely office setting, excellent working conditions, good fringes. Call 8:30 to 5 pm. weekdays.

851-8800

SECRETARY, Ad Agency. Excellent typing and phone skills a must. Agency experience helpful. Good salary, fringes, and fine people to work with. 358-6800 ext. 201

SECRETARY for Bloomfield Hills office of major law firm. Excellent typing and shorthand skills required. Chance for future promotion. $9400 plus excellent fringe benefits. 647-7500

WEEKEND RECEPTIONIST FOR FARMINGTON HILLS REAL ESTATE OFFICE. TYPING REQUIRED. SHOULD BE PROFICIENT. CALL JIM STEVENS 851-1900

IMMEDIATE OPENING for administrative secretary to Controller of National Company. Top shorthand & typing skills necessary. Pioneer National Title Insurance Company. 18700 W. 10 Mile, Southfield.
An Equal Opportunity Employer

INSURANCE, Oak Park Agency, needs Policy Rater, and Typist. Must have personal and commercial lines experience. Call Sharon. 398-6450

BOOKKEEPING and Payroll Secretary for Southfield Restaurant. Tues thru Sat. 8 am to 4 pm. No Sun. Mon. or Holidays. Salary open, send resume to Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

LEGAL SECRETARY part time, hours flexible. Southfield area. 569-2288

WANTED - high school grads with typing, Bookkeeping or key disc training, limited of openings available on all shifts to qualified individuals, paid training on new type equipment, call for interview. 353-4860

ACCOUNTS RECEIVABLE bookkeeper, experienced for long established Southfield firm. Salary, fringe benefits. 353-3500

MEDICAL TRANSCRIPTIONIST wanted, part time afternoons, mornings. 29600 Northwestern Hwy., suite 105, Southfield. 352-7115

PART-TIME receptionist for front desk position in Birmingham area. No experience necessary. Will train. Pleasant work situation. Call 645-8700

PART TIME typist, 50 wpm, experience necessary. 12AM-4:30PM daily. Southfield area. Call 353-6300

TYPIST, general office, some knowledge off bookkeeping, small CPA office, 10 Mile-Greenfield area, flexible hours, permanent. 557-0360

SECRETARY NEEDED for 2 girl office in Southfield Area. 45WPM, must be reliable. To start immediately. Call 353-0410

SECRETARY WANTED. Mature lady bored with present position. We need good organizer with typing skills for a small but exciting Advertising company. Pay commensurate with company productivity, starting salary $800 per month. 852-6666

BOOKKEEPING ASSISTANT
At least 2 years experience in General Bookkeeping. Birmingham area. 644-6500

TELEPHONE GIRL NEEDED. Part time. Afternoons and Saturdays. Some typing. 557-0070

BUSINESS OFFICE ASSISTANT

For Large Medical Practice in Livonia. Must have knowledge of Bookkeeping, and Insurance Claims. Willing to learn computer Billing Machine. Permanent position. State experience and references. Apply to: Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPIST STENO

Must have experience in General Office & have good typing & shorthand skills. References required. Responses confidential. Call after 8PM. 355-9547

ASS'T. BOOKKPR.

Part time, temporary. Must have experience in Manual bookkeeping & typing. References required. Responses confidential. Call after 8PM. 355-9547

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 and if you take shorthand - that is super. TOP PAY ... NEVER A FEE.

478-8350
OFFICE
PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1946

NOVI small office. Inventory, typing, full time, 8-5, Monday thru Friday. Gallagher Fire Equipment, 60120 Grand River. 477-1540

WANTED: Mature person, experienced in General Office work. Light typing and bookkeeping background. Benefits. 541-4141

YOUNG LADY to work in office for automobile buyer. Salary plus commission. All benefits. 478-0050

EXPERIENCED Proof Operator. Immediate full time opening for experienced bank proof operator with minimum 1 year experience. Good working conditions, excellent fringe benefits, salary commensurate with experience and ability. Apply Personnel Office. Fidelity Bank of Michigan, 1040 E. Maple, Birmingham.
An Equal Opportunity Employer

GENERAL OFFICE. Will train to exceptional person to supervise a part of a sub-contracting business. Phone
SECRETARY to Company President. Difficult but responsible work. Hectic pace. Excellent pay. Phone 547-0137

GENERAL OFFICE RECEPTIONIST

Must be good with numbers, familiar with calculators, type 60WPM, have pleasant telephone voice. Experience with dictating equipment & billing equipment helpful but not necessary. If you are interested in a diversified position with excellent salary & Co. paid benefits, send your resume to: Mr. Homer at 14851 W. 11 Mile Rd., Oak Park 48237.

504 Help Wanted Office-Clerical

SECRETARY. Excellent opportunity for Suburban Resident to work for large Corporation in our Redford Office. Interesting, diversified position for sharp individual with excellent typing & some shorthand, plus a variety of other secretarial duties. Excellent starting salary & company benefits. Ask for Eileen 532-4788
An Equal Opportunity Employer

LEARN COMPUTER

Start out light typing
Will teach Computer Board
Northwest Area
255-9750

BILLING CLERK - general office work. Bloomfield area. 645-2222

CLERK TYPIST
3 to 11:30 PM

Diversified duties for clerk typist in clinical laboratory located in Livonia. Need someone who can assume responsibility and have good typing skills. Send resume to: Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

FULL TIME, General business background, typing (speed not necessary), enjoy dealing with people, position diversified. Floyd Brooks, 25435 Telegraph, Southfield. 355-5818

SECRETARY/SALES ASSISTANT. Alert, self-motivated individual required for Secretary/Sales Assistant position. Good knowledge of science and math and/or college degree would be an asset. Good typing and shorthand skills required. Send resume in confidence to: General Electric Company, 24681 Northwestern, Southfield, Michigan, 48075. Attn: Bentley.
An Equal Opportunity Employer

EXECUTIVE SECRETARIES
Several exceptional opportunities for sharp skilled candidates. Salaries to $11,500, plus outstanding benefits, such as: health and life insurance, profit sharing and educational assistance. All agency fees paid by employer. Call Cindy Short.

American
Personnel Agency 355-5526

EXPERIENCED Group Health Claims Examiner. Salary commensurate with experience. 7 Mile & Lahser area. 531-7850

EVENING and weekends, general clerical and switchboard. Experience required. Must type and like detailed figure work. Apply in person. Fine Lady Company, Inc., 3200 Pine Lake Rd., Orchard Lake

WANTED: Full & part time Keypunch operators. Applicants with 1-2 years key punch experience on IBM 3741 machines desirable. Apply: Nomatic Inc., 1450 North Milford Rd., Highland; or call Larry Strauss 887-4111
An Equal Opportunity Employer

FULL-TIME office Administrator/bookkeeper for Communications Consultant. Salary dependent upon qualifications. Southfield area. Send resume to: Box 176, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PERSONNEL SUPERVISOR for Southfield Insurance Company. Experience preferred in record keeping for Equal Employment Opportunity and Affirmative Action. If not experienced, will train. For interview call Mr. Daugherty at 538-9053

SECRETARY - FULL TIME
Permanent secretarial help needed in Birmingham area office. Accurate typist with good skills required. Must be willing to accept responsibility. 642-6560

WANTED: Combination Manager/Rental Agent for 256 Units apartment complex. Must be bondable. Call 254-8282

TELEPHONE RECEPTIONIST

Needed immediately. Dependable woman for answering switchboard, typing & filing. 5½ days (Saturday). Experience helpful. Excellent pay. Apply in person only.

SUN CONTROL INC
26400 W. 8 Mile
1½ miles W. of Telegraph

CLERICAL, Personal secretary, no typing required, hours 12-5PM, Monday thru Friday. Pleasant job duties in Birmingham location. Ask for Ron Johnson. 644-0700

RECEPTIONIST for modern nursing home. Some typing & filing required. 557-0050

SECRETARY for Troy law office. Typing, shorthand, dictaphone, experience necessary. Salary commensurate with experience. Will consider adjusting to other than regular 9 to 5 office hours. Call for interview. 362-1610

SECRETARY - excellent typing skills, dictaphone, 35 hour week, benefits. Health organization near Northland. 19000. 864-6000

A1 Typists: Semi-retired executive needs typing, other help. State number of hours you will give for using his new $5,400. IBM Memory typewriter in your business or home. Reply with resume to: Box 146, Bloomfield Hills.

GENERAL OFFICE
Part-time, accurate Typist. Lathrup Village. 557-3100

MESSENGER - Reliable individual desired by Southfield real estate company for messenger and general office work. Dependable car necessary. 559-2000 ext 134

LAW OFFICE in Farmington Hills seeks Legal Secretary with some experience, full time. Call for appointment. 553-8880

SECRETARY for insurance office in Redford area, 22221 Plymouth Rd. 535-1100

FULL TIME CLERICAL 9AM-5:30PM, Rochester Area. 651-4663

TYPIST

Large commercial realty firm in Southfield needs top caliber typist for contracts and correspondence. 6 girl office. Duties include other secretarial responsibilities. Paid Blue Cross & vacations. Salary commensurate with experience and references.

Send Resume:
(No telephone calls please)
William Levitt
CARL ROSMAN & CO.
717 Travelers Towers
26555 Evergreen Rd.
Southfield, Michigan 48076

SECRETARIAL and Receptionist duties for large Birmingham Realtor. Typing skills & some shorthand necessary. Pleasant personality, must enjoy meeting people. Congenial working conditions. Call Sara, 645-5000

MALE COLLEGE Student, part time office work requiring good handwriting and knowledge of Gisbelt & Lane Pine area. Call Friday, 8 AM to 5 PM. 626-8297

CLERICAL

1 to 2 years general office experience required. Type 40 wpm and enjoy detail work. Accounts payable background desirable. 35 hour week, good benefits and pleasant working conditions. N.W. Detroit area.

537-2600 ext. 51

SECRETARY RECEPTIONIST

FOR 1 girl office in Maple-Coolidge area in Troy. Low-pressure position in quiet, luxurious surroundings with excellent salary.

649-4770

TYPIST - Clerk, general office work, for automotive related facility, will train, benefits. 478-7900

GROWING West Side Company needs experienced secretary 50-WPM, shorthand helpful, good pay, benefits. Phone for appointment between 10am-2pm weekdays. Ask for Ester 491-4060

504 Help Wanted Office-Clerical

STENOGRAPHER, IBM Executive Typewriter, shorthand essential, Law Office, Honeywell Building, Southfield. 358-3600

PERSON FRIDAY

This variety spot is perfect for a bright beginner. Believe an switchboard, help with production schedules and learn while you learn. $600 to $700 to start in Troy. Call 649-4144.

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

CLERK TYPIST

On-the-job-training Southfield firm offers reliable typist a chance to get ahead. Beginner spot starts $150 thru $175 when you call 352-8900.

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

STATISTICAL typist and general office for CPA located in Livonia, full or part time help. Send Resume to box #164, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXECUTIVE SECRETARY
Full time position. Excellent typing skills, experienced in general office procedure. Must work well under pressure with little supervision. Ann Arbor Area. Salary 650-8200

SECRETARY
International corporation in a desirable Troy location needs experienced Secretary. Accurate typist with light shorthand required. Call Mr. Kilbourne 24011 Greenfield 557-0500
Equal Opportunity Employer M F

EXECUTIVE SECRETAR
Full time position. Excellent typing skills, experienced in general office procedure. Must work well under pressure with little supervision. Ann Arbor Area. Salary 650-8200

SECRETARY
International corporation in a desirable Troy location needs experienced Secretary. Accurate typist with light shorthand required Call Mr. Kilbourne 24011 Greenfield 557-0500
Equal Opportunity Employer M F

RECEPTIONIST-TYPIST
To work in office of local restaurant chain. Must have good typing skills and pleasant telephone personality. 8am-4pm. Office on Meyers near Lodge Freeway. Frank Sheridan 512-6529

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$5-$5.50 Per Hour
For
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Honeywell

Temporary assignments. Must have working experience.

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EXCELLENCE IN TEMPORARY PERSONNEL

Use your friendly smile, personality, and pleasant phone voice at an expanding suburban company, typing, no shorthand. $700 a month. Call Sandee.

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SNELLING & SNELLING
AGENCY

SECRETARY WANTED
Full time Secretary for professional office in Southfield Town Center. Must be accurate typist and have good English skills. Salary commensurate with ability. Good benefits. Ask for Phyllis 353-1050

SUBURBAN based Insurance Company has immediate opening for Clerk- Typist. Excellent fringe benefits. 4½ day work week. Advancement potential for the right person Call 433-2000

FREE
VOCATIONAL EDUCATION
CETA KEYPUNCH OPERATOR
TRAINING

The City of Livonia CETA program is seeking participants for CETA Vocational Education as KEY PUNCH OPERATOR TRAINEE. The program will begin in June. Tuition and books will be covered by CETA. Applicants must be Livonia residents, unemployed or under-employed for 30 days and possess basic typing skills. Only those interested ina career will be accepted. Preference will given to qualified veterans and other qualified applicants according to the rules and regulations of the Department of Labor. Applications must be made at the Livonia CETA Office, 15420 Farmington Rd., 2nd floor, no later than 5 Pm., June 9th. For further information call 522-8870.

An Equal Opportunity Agency

KEY PUNCH OPERATOR

Position available immediately. IBM 129, 70% Numeric, 30% Alpha, 2 years experience preferred Bellville area, Division of Multi-National Manufacturing Organization. Good fringe benefits. Call for appointment between 9AM and 4PM.

697-8081
An Equal Opportunity Employer

GENERAL OFFICE
Part Time. Advertising agency needs person preferrable with agency or media experience. Northland area. Work af