502 Help Wanted Dental-Medical

X-RAY TECHNICIAN wanted, Orthopedic office, 25 hrs. a week. Call Monday thru Friday 8:30 AM - 5 PM. 545-3080

MEDICAL ASSISTANT needed for family practice office. Must have experience, Lab, EKG, X-Ray, Billing. Start at $600. Call 362-3552

NURSE, part time for Saturday's Ear Piercing. Call Weekdays. 852-5600

RN'S & LPN'S

LEADING NAT'L. NURSING SERVICE

OUTSTANDING BENEFITS

*TOP WAGES
*HOLIDAY PAY
*MALPRACTICE INSURANCE
*UNIFORM ALLOWANCE
*SHIFT - WEEKEND DIFFERENTIAL

Choose your days and assignments.

"LET US PAMPER YOU"

MEDICAL PERSONNEL POOL
Bloomfield-Pontiac 334-9220
Southfield 569-1950

RN PART TIME for general surgeon's office. Northwest area. Good salary, generous fringe benefits. Ask for Aileen: 341-7600

NURSE AIDES
FULL & PART TIME
ALL SHIFTS
Apply In Person
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

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

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 recent hospital experience necessary.
MED - CALL
897-8941

MATURE PERSON, full time for busy Ophthalmologists' office. Peg board, insurance, telephone experience helpful. Full time. Reply: Box 792, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

SECRETARY TO GENERAL MANAGER
Typing 60 wp. Shorthand preferred. Good work experience. Salary to $190. Fee paid.
CALL TLC PERSONNEL
522-4330

ENTRY LEVEL CLERICAL POSITION
File Clerk
Proof Operator trainee
Will train person to operate proof machine. No experience necessary. Excellent benefits. Apply Personnel Department, 9-11AM.

MANUFACTURERS BANK OF SOUTHFIELD
29201 Telegraph, Southfld.
Equal Opport. Emp. M/F

ADMINISTRATIVE ASSISTANTS-Vice President, to $19,700. Four openings reporting to Vice Presidents of large multi plant corporation. Requires excellent shorthand, typing and secretarial experience in manufacturing or engineering areas. Must have initiative and be able to assume responsibility. Excellent benefits. Immediate openings.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza
32969 Hamilton
Farmington Hills 553-3100

ACCOUNTING CLERK
Excellent opportunity for experienced person with light typing. Suburban firm, great benefits. $700 fee paid. Hurry!
PERMANENT STAFF
522-4210

FULL TIME Secretarial position in relocation department of Farmington Hills Real Estate company. Typing and good phone manner required. Phone Ms. Pardonnet at 851-1900.

RECEPTIONIST
Corporate offices of motion picture concern require your personal touch greeting clients in person & by phone. $160-$180 start. Call 562-8900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

CLERICAL
WANTED: Biller for Auto Dealership. Must be excellent typist. Will train in Billing procedures. Apply: Irene Hammers, Livonia VW, 34501 Plymouth Rd.

GENERAL OFFICE
Excellent opportunity for individual willing to work hard & learn. Good typing skills, good with the public, willing to learn computer operations. Excellent working conditions & starting salary. Reply in confidence to: Box 344, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

AUTO DEALER
Northwest area GM dealer needs experienced light bookkeeper with a knowledge of accounts receivable. Excellent pay & full fringe benefits. Contact Mr. Sante at, Morris Buick Company: 342-7100

SECRETARY
Either light sec'y. experience or some college exposure is all you need to start, a career with this service group. Capable typist responsible for communication correspondence earns $8,000-$10,000. Call 562-8900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

TYPISTS
We have temporary jobs in:
FARMINGTON
LIVONIA
SOUTHFIELD
TROY
ROCHESTER
NO FEE
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

504 Help Wanted Office-Clerical

SUBURBAN OPPORTUNITIES
EXECUTIVE SECRETARY, to $915. 2 years experience, shorthand and typing gets this job in modern office in Farmington Hills.
BOOKKEEPER, to $215 weekly. Thru financial statements. Computerized bookkeeping helpful. Southfield.
INSURANCE TYPIST, to $758. Accuracy required. Some office experience. Southfield, Farmington and Pontiac locations.
CLAIMS EXAMINER, $758. Experience in group health. Southfield.
EMPLOYERS PAY ALL FEES
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ASSISTANT
Administrative & secretarial position with national company. Good communications skills & ability to work on own. $8,000-$10,000 month. Call Barb.
644-4600
SNELLING & SNELLING AGENCY

RECEPTIONIST
Plush suburban medical office needs your skills. Pleasant phone voice, great smile. Good grooming a must! Typing. $650 month. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

RECEPTIONIST
Well known national company in suburbs wants good phone & P.R. ability, accurate typing, excellent benefits. Fee Paid. $715 per month. Call Barb.
644-4600
SNELLING & SNELLING AGENCY

CLERK-TYPIST
Immediate opening for bright, ambitious clerk-typist for large audio-visual commmunication/training company. Mimimum typing speed of 55-60WPM. Contact Ms. Horn. 569-4000, Ext 314

TYPISTS
If you can type 50 you will have your choice of several excellent positions. Fee paid, good starting salaries, good benefits. Hurry!
PERMANENT STAFF
522-4210

FARMINGTON HILLS MFR.
Special order desk. Requires careful attention to detail for order entry, expediting, shipping, some exporting. Will train for IBM. S 34 keyboard entry & inquiry. Excellent salary & fringes to bright person with good phone skills & ability to maintain customer rapport. Mr. Wilson: 478-1200

VETERINARIAN'S RECEPTIONIST
Greet the pets & parents in a suburban animal hospital. Light typing. Excellent advancement. Fine benefits. $690. Call Mrs. Headley now. 353-2090

RECEPTIONIST
LONG TERM ASSIGNMENT
LIVONIA
Front desk needs you to greet clients, answer phones, set-up appointments. Accurate typing required. Excellent wages, pleasant surroundings.
FOR INTERVIEW CALL
565-0266
Exec-U-Temp

EMPLOYMENT OPPORTUNITY IN PLYMOUTH
Insurance company home office has immediate openings for CLERICAL PERSONNEL and experienced KEYPUNCH OPERATOR. For further information call:
453-2000

SUMMER OFFICE JOBS
While you are home from school, earn all you a can. Work when you want, get paid weekly. We have openings now for:
SECRETARIES
TYPISTS
KEYPUNCHERS
CLERKS
Apply 9am-3:30pm Mon.thru Fri.
24755 5 Mi. W. of Telegraph
29256 Ryan Rd. at 12 Mile
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

CHOOSE NOW!

Typist 50 wpm beginner	$550
Secretary type 60, shorthand 80	$850
Accts. Payable Clerk, Type 40	$710

All Fees Paid - Good Benefits
HURRY CALL NOW
PERMANENT STAFF
353-0505

EXECUTIVE - Secretary for Sr. partner of dynamic Troy firm. No shorthand. Work in beautiful offices, ideal location. Salary $900 or better plus benefits plus fee paid.

SOUTHFIELD - company needs someone to run accounts payable desk. Some related experience required. Salary $715, plus benefits and fee paid

LEGAL - secretary for Birmingham law firm. Little or no experience required if you have good skills and some mag card. Salary $650 or better plus 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. 646-8780

GENERAL OFFICE, 35 hrs. per week, writing & placing orders, filing & light typing, good handwriting required. Call from 9 AM - 4 PM. 272-1311

TROY LAW FIRM, 2 positions available. Experienced Legal Secretary & Receptionist. Salary commensurate with experience. 649-5300

504 Help Wanted Office-Clerical

PRESTIGE OPPORTUNITY
FEE PAID. Here is a chance to enter into a large corporation that offers both challenge & stimulation for your excellent typing & shorthand. Don't wait on this one!
RECEPTIONIST TO $800
FEE PAID. Like people? Friendly boss needs your good secretarial skills & outgoing personality to help run his busy office.
SUMMER EXCITEMENT
FEE PAID. Would you like to make a super salary & work in an interesting atmosphere? Your precise typing & dictaphone expertise is all you need.
LIVONIA
FEE PAID. If you desire personal growth with a well known corporation, this job is for you. Good typing is required.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

SECRETARIES
TYPISTS
KEY PUNCHERS
CLERKS
Don't let your office skills get rusty!
Keep your skills in shape with temporary assignment through KELLY SERVICES. You're free to work when you want ... for as long as you want. Immediate openings. If interested apply at:
Kelly Services, Inc.
29449 6 Mile, Livonia (West of Middlebelt)
522-4020
2239 S. Telegraph, Bloomfld. 642-9650
27629 John R, Madison Hts. 398-2680
23777 Greenfield, Southfld. Suite 122 424-9100
Equal Opportunity Employer M/F

AVAILABLE NOW

Beginner typist	to $132 a week
Insurance rater	to $670 a month
Clerk Typist	to $800 a month
Exec. Sec'y	to $11,500 a year
Insurance Sec'y	to $800 a month
Typist	$7,100 a year

PLACEMENT PLUS PERSONNEL 358-3250

Secretary
Birmingham Office
MSI Data, the leader in portable data entry terminals, has an immediate opportunity for a Secretary ready to move forward into greater responsibility as the key clerical/secretarial resource in our busy field service office. Excellent typing and general administrative skills are required. Must have the ability to communicate effectively with field service staff and customers. Shorthand not required.
We offer excellent benefits including paid medical and life insurance, education assistance and profit sharing. Call Al Brozek, (313) 642-1917 for appointment.
MSI DATA CORP.
725 S. Adams, No. 6
Birmingham
Equal Opportunity Employer M/F

RECEPTIONIST
If you are dependable, hard working & have people ability, a suburban company needs you. Typing. $650 month. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

OFFICE - administrator full accounting background and supervisory experience, typing required, salary commensurate with experience, fee paid.

SECRETARY - beautiful new Southfield office, excellent skills and experience, $12,000, fee paid.

RECEPTIONIST - Southfield firm, general office duties with some typing, will train on switchboard, $725, fee paid.

TYPIST - stat typing and transcription, excellent spelling, grammar and experience, $10,400, fee paid.

LOIS RAY PERSONNEL
559-0560

ACCOUNTING CLERK - with good figure aptitude. Light typing. To $690. Fee Paid. Beryl Personnel, 4274 N. Woodward, Royal Oak. 576-0270

EXPERIENCED Full Charge Bookkeeper, wanted for plumbing contractor Salary commensurate with experience. Northville-Livonia Area. 362-2540

SECRETARY-Interesting career in Southfield advertising company requires 70wpm typing and includes a lot of client contact. Salary $775 with top benefits and great hours. Fee Paid.

JUNIOR SECRETARY-good opportunity for High School grad with typing & shorthand skills to utilize skills in Southfield sales office. Some office experience helpful. $750 plus great benefits.

GENERAL OFFICE/RECEPTIONIST to handle front desk, typing & filing. Company will train on Bookkeeping machine. Requires 55wpm typing plus, previous experience, shorthand a plus. Salary $780 plus benefits.

ORDER DESK-for Bloomfield company. Involves customer contact, posting, typing. Requires 55wpm typing. Shorthand a plus. Salary, $750 plus benefits. Fee Paid.
Accuracy Personnel
642-3050 358-2010

SOUTHFIELD CPA firm needs good statistical typist. Must be accurate. Growing firm with good benefits. 358-4411

LEGAL SECRETARY - Birmingham law firm, some experience preferred. 645-2430

OFFICE CLERICAL
National Insurance/Service firm has excellent opportunity for an individual with a pleasant attitude who can communicate easily with others, has a High School education, the ability to type at least 40wpm accurately, an aptitude for figures - a must. We offer an excellent benefit package and starting salary. Please call 524-1500 between 9am-5pm for an appointment.
Top, Inc.
Troy
Equal Opportunity Employer M/F

TYPIST
Temporary - On Call Basis. Temporary production typist for audio visual company's editorial department to type motion picture scripts & other audio visual presentations. Minimum typing speed of 60WPM is a must. Contact Ms. Horn 569-4000, ext 314

GENERAL OFFICE work, some typing, need an experienced woman in taking orders. A business phone personality is required. 5 day week. Apply in person only. Slater Wall Coverings, 31195 Schoolcraft, between Merriman & Middlebelt.

504 Help Wanted Office-Clerical

MATURE person for small office. Must enjoy talking with people either in the office or on the phone. For information, phone, ask for Bob. 261-3430

SECRETARIAL POSITION in Troy. Pleasant personality & phone manner a must, accurate typing, mortgage experience helpful, good benefits. Reply: Box 8888, Troy, Mi 48099

CLERICAL
Position available in the boating industry on a part time basis with full time possibilities for a person with these capabilities: Typing 50 WPM, transcribing experience required. Minimum 1 year filing experience. Pleasant telephone speaking voice. Ability to meet people. Salary commensurate with experience. Call Mrs. Caffery, 427-5770. Livonia area.

CLERK-TYPIST to be trained as Burroughs computer operator. Must like figure work & type accurately. Farmington area. Ask for Jinx 477-7700

GENERAL OFFICE PART TIME
We are looking for a dependable person with prior office experience to answer a busy phone and handle misc. general office duties.
Enviro-Fab Inc.
12540 Beech Daly, Redford
937-2000

PHONE GAL
Pleasant Ridge Firm now hiring gal for Light Telephone & Copying work. Full or Part-time available. $2.65-$3. per hr. to start. 542-4500

GENERAL OFFICE
Full time, typing experience helpful, but not necessary, will train. Pleasant office 569-0390

TYPIST- 50 WPM. Good company with full benefits. Excellent salary. Beryl Personnel, 4274 N. Woodward, Royal Oak. 576-0270

TRAINEE POSITION - for applicant with 2 years working background. Some college helpful. Train to office manager. Beryl Personnel, 4274 N. Woodward, Royal Oak. 576-0270

TYPIST - Trainee with good typing skills can handle this position for Troy company. Excellent benefits. $550. James Personnel. 548-8666

BOOKKEEPER
Accounts Payable, Payroll, Taxes. Experience Necessary. Send resume to 1451 E. Big Beaver Rd., Troy 48084.

AUTOMOBILE BILLER
Large volume dealer has immediate opening for experienced AUTO BILLER. Must have billing experience. Knowledge of Wang Billing Machine helpful. Blue Cross, life and disability insurance and other fringe benefits. Call: MRS SEBRING for interview.
453-7500
Don Massey Cadillac
Plymouth, Michigan

A Career Hot Line
642-4234
Call our 24 hour Hot Line for latest office-clerical Job Openings.
Accuracy Personnel

GENERAL OFFICE
Small Manufacturing Plant in Livonia, Plymouth area. Part time permanent 3-5 days per week. Must be experienced & good with figures. 591-2335

SECRETARY for Engineering firm. Typing and some Bookkeeping required. Experience not necessary. Southfield area. 559-9577

TEMPORARY EMPLOYMENT POSITIONS
RECEPTIONISTS
TYPISTS
STENOGRAPHERS
SECRETARIES
MAG CARD OPERATORS
For An Appointment Call:
Proficiency Plus
977-1970

SECRETARY
With good business machine experience needed to run computer & handle diversified office duties for Royal Oak manufacturer. Full time, good benefits including profit sharing & pension plan. Send resume, including salary history to: Box 210, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERICAL
International corporation presently located in Southfield but 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. 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL
National service corporation has immediate openings for general office CLERKS at the beginning level. Will be moving from Southfield to Troy within the next 2 months.
Requires good math aptitude and typing ability. Benefits are provided.
If interested, call 275-5350 ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

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

INSURANCE
Large Troy agency seeks manager for special commercial accounts section. Minimum 5 years multi-line, commercial, casualty and property experience required. Excellent opportunity. Interviews confidential. Contact: E. Denby.
643-4800

MAG II TYPIST
Permanent opening at corporate offices of international organization presently headquartered in Southfield but moving soon to Troy.
Experience on the Mag typewriters required as well as good clerical skills. Dictaphone would be helpful.
Call 569-5700 ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

BIRMINGHAM ADVERTISING Agency wants a sharp girl for receptionist, typing, filing, errands and miscellaneous duties. For appointment, call 645-0200

CLERICAL POSITION available. Court or law experience required. Salary range $8,892 to $10,330. Excellent benefits. Call Mrs Hanrahan 338-0491

504 Help Wanted Office-Clerical

SECRETARY
VLASIC has an immediate opening for an experienced Secretary in the Marketing Department.
Duties will consist of typing (70WPM), dictaphone transcribing and handling the clerical and administractive responsibilities for the Director Vlasic Kitchens and one Product Manager. This is a very busy office which requires a well organized individual accustomed to a fast paced atmosphere. Apply at:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

CLERK, TYPIST. Gal to type invoices and correspondence, file, miscellaneous office jobs. Good typing skills needed. Livonia area. 591-1043

GIRL FRIDAY, typing, filing, light bookkeeping, receptionist. Farmington Hills area. Call Nancy Newman. 553-2112

EMPLOYEE relation secretary, mature person with diversified secretarial experience to assist employee relations manager in manufacturing firm. Candidate must have good typing and shorthand skills, have the flexibility to deal effectively with all levels of management and general public. Affirmative Action experience preferred. Excellent starting salar with competitive benefits. Send complete resume and salary requirements in strict conifidence to;
MS. D. BELKOWSKI
DETROIT AUTOMOTIVE
Division of ASPRO, INC.
11445 Stephens Dr.
Warren, Mi. 48090
Equal Opportunity Employer M/F

CLERICAL
ADMINISTRATIVE ASST - Glamorous Troy Ad Agency needs an exper. Sec'y with good skills to run the show for its busy boss.
SEC'Y - If you have extremely fast typing & shorthand - a large Southfield organization will pay you your desired salary. Diversified position.
LEGAL SEC'Y - Will train you if you have good typing & dict.
RECORDS CLERK - for national Sfield. company. Average typing & congenial personality.
For other clerical & sec'y openings, call us today! All fees employer paid.
PROFESSIONAL PLACEMENT PARTNERS, LTD.
555 S. Woodward SUITE 616
Birmingham, 48011
644-2852

GENERAL OFFICE Help - shorthand, typing and bookkeeping experience thru trial balance. Must be sharp. Wages commensurate with ability. Small job shop with 3 girl office. Farmington. 474-7200

INSURANCE
Clerk Typist desired for Property, Casualty Company located in Southfield. Salary commensurate with experience. Call Scott Wesler, Monday thru Friday, 8am-4pm, for an appointment, 557-6500
Equal Opportunity Employer M/F

FULL CHARGE BOOKKEEPER
$11,000
Through trial balance for this extremely professional 1 person office. Pension, plus more. Call Tina today for more details.
SNELLING & SNELLING
478-3500

SECRETARY -CPA firm seeks mature individual with good secretarial skills to handle diversified assignment for partners. CPA office experience preferred. 642-5202

GENERAL OFFICE
$8500
What a job! Want to work in the hustle bustle of a glamorous advertising agency? Lots of typing & client contact! Call Kathleen.
SNELLING & SNELLING
478-3500

TYPIST
$8000
Industrial firm is seeking some good skills! Must like typing & figure work. Call Kathleen Today!
SNELLING & SNELLING
478-3500

SECRETARY
$10,400
Be the top secretary to the sales manager of this national firm. Exciting spot with loads of client contract. Call Tina today.
SNELLING & SNELLING
478-3500

CLERK TYPIST PART TIME
Diversified position in busy personnel office, excellent typing skills and office experience required. Knowledge of group insurance helpful. Must be able to work 4-5 hrs. per day. For further information contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE OF AMERICA
12 Mile & Farmington Rds.
553-2000

CLERICAL
Several part time openings on the afternoon shift. Work is available 3 to 5 nights per week. Clerical skills required. Typing helpful.
Call 569-5700 ext. 235 between the hours 1 Pm. and 3 Pm. Monday thru Friday.
Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY
Established Rochester real estate company needs experienced Receptionist/Secretary. Good typing is essential. Good salary & fringe benefits. Please reply to: Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CUSTOMER SERVICE department, Warren wholesale firm has opening for general office clerk, inventory control, writing customer orders, some dealer phone contact. Very light typing. for confidential interview, contact Mr. Gatewood. Virginia Tile Co. 756-4770

STENO TYPIST
Medium sized established manufacturing company has immediate openings. Good typing and shorthand skills prerequisite. Accuracy a must. Experience helpful. Pleasant working conditions and excellent fringe benefits. Call Mr. Johnson, for appointment. 255-6460
Equal Opportunity Employer M/F

EXCELLENT opportunity for the right person. Energetic light-bookkeeper wanted to join aggressive, established manufacturer's representative organization moving into their new building in Troy. These are the requirements we seek. Clear, pleasant, phone manner, able to be persistant and pleasantly persuasive in getting back orders shipped. Self-starter, ability to work with varying personalities of company salesmen and personnel, good typing skills essential, shorthand not essential. Good earnings and opportunity for growth. Resume and references please. If qualified and interested please call for appointment, 585-2534

CLERK-Part time for Livonia publication. Days & evening hours. Typing not necessary. Call Betsy, 261-8300

504 Help Wanted Office-Clerical

BUSY,SALES Office has an opening for a secretary with the following qualifications: 3-5 years experience, 3-4 years college, 80 wpm shorthand, 60-70 wpm typing, $900 plus per month depending on qualifications. Southfield Area. For Appointment Call & Ask for Gale. 353-0830
Equal Opportunity Employer M/F

CLERICAL
CUSTOMER SERVICE COORDINATOR
Clerical position available with the World's largest mini-computer company for an individual who will handle heavy phone contact with both customers and field employees. This is a diversified position requiring ACCURATE record keeping and light typing.
Interested candidates should forward a resume to:
Sherri Pender, 32985 Hamilton Ct., Farmington Hills, Michigan, 48018.
We are an Equal Opportunity Employer M/F
DIGITAL EQUIPMENT CORPORATION

GOOD TYPIST - fringe benefits, Southfield area, call Mrs. Barron 356-8000

GENERAL OFFICE
Over 21, good typist, start $115. week. Alan Lori, Livonia. Mrs. Roman, 477-6500

CLERK-TYPIST
Must have knowledge of bookkeeping to handle a portion of accounts payable. Accurate typing, hours, 8:30AM-5PM. Hospitalization and vacation paid. Apply at 25800 West 8 Mile Road.
An Equal Opportunity Employer

GIRL WANTED for permanent, full time position in small office. Must have good telephone manner & aptitude for figures. Will train. Davidson's of Birmingham: Mrs. Ahlborn, 644-7200

FULL time typist needed for local insurance agency. Livonia. 525-9150

TYPIST - general office, requires good typing skills, knowledge of office procedures, IBM mag car experience helpful, pleasant working conditions and benefits. 525-9130

LEGAL SECRETARY for Bloomfield Hills firm. Experienced. Ask for Mr. Blank. 642-7880

PURCHASING SECRETARY
Full time position, Livonia engineering firm, top notch secretarial skills required. If you are self motivated and take pride in accurate work this is the job for you. Contact Mrs. Campbell. 591-2271

SECRETARY, ADMINISTRATOR. Birmingham office, 8:30AM to 5PM. $150 per week to start. 642-2896

KEYPUNCH OPERATOR
Immediate full time position available. Days, Monday through Friday, Hours 8 AM to 4:30 PM. Minimum 1 year on the job ALPHA-Numeric experience required. 5496-9610 or 129 experience preferred. Phone Southfield Data, 569-4619

ADMINISTRATIVE ASSISTANT TRAINEE
An opportunity for responsibility and challenge in our sales administration office. If you are a career oriented person with good secretarial skills (typing 55 WPM) we have a position for you. Excellent opportunity for advancement, good starting salary, company paid benefits, parking on company property. Apply in person Faygo Beverages Inc., 3579 Gratiot Ave., Detroit.
An Equal Opportunity Employer

MAIL ROOM CLERK - full time for Southfield real estate office. Filing, mail processing and phone. Call 558-2000 ext 134.

TELEPHONE receptionist for office supply company - benefits. Southfield area. Call Dan Campbell for appointment, 642-5600

GENERAL office work for automotive related facility. Will train. Benefits. 22455 Farmington Rd., Farmington.

CLERK/Clerical, 7 Mile-Telegraph area. Skilled in the use of adding machine. 533-7007

MAG CARD
Downtown law firm, prefer Mag II experience. Pleasant office. Benefits. Salary open. 963-2500

EXECUTIVE SECRETARY with excellent typing and shorthand skills for permanent part time position. Bloomfield Hills. 855-9644

RECEPTIONIST for Chiropractor's office, full time, Monday thru Friday 9AM-3PM. Mature adult woman, non-smoker. Plymouth. 459-0200

SOME EXPERIENCE in accounts payable/receivable, aging accounts, must type and have good phone personality. With ability to handle customers. Permanent full time. 9 am-noon only. 647-1980

GENERAL OFFICE, typing required 40-50 WPM, permanent. Southfield area. 444-4411

INFLATION KILLING THE FAMILY BUDGET?
Housewives, retirees: Beat the inflationary squeeze with part time work from our Royal Oak office. Your choice of hours; afternoons or evenings. Interesting telephone work, no experience necessary. Earn $3 - $6 per hour, salary plus bonus. Call for interview appointment: 398-6679

MATURE cashier-receptionist, light office work, experience preferred, Boulevard Bridal, Birmingham. 642-4110

OFFICE helper, clerk, typist, bookkeeper. Detroit Pop Corn, 12066 Telegraph, Redford.

SECRETARY needed for small private school. Must be mature and child loving person. School experience preferred. Mid August to end of June, $4,800. Call for Interview. 336-2150

CLERK/TYPIST
For large food company in Farmington Hills. Must be good with figures. Very busy office. Call Monday & Tuesday only, 9AM-12 noon. 851-8082

CLERICAL OFFICE GIRL
Needed to operate mini computer. At least one year out of High School. Typing helpful. Southfield accounting office. 559-7950

TYPING required, must like to work on phones, office experience preferred. Apply in person. Morgan Auto Paint Co. 11800 Market St. Livonia. 591-1133

TELEPHONE Operator and receptionist, Troy area, must be good typist. 588-6504

CONSTRUCTION COMPANY has immediate opening for secretary, experiencedin general office, typing, payroll, good salary and benefits. Farmington location. Reply in writing Hickson-Costigan, 32580 Grand River, Farmington, Mich 48024.

CLERK-TYPISTS (2) for small office in unusual historic surroundings on State University campus-beautiful working atmosphere. Typing test required; accuracy important. Liberal fringe benefits and pension. Immediate opening. Call 313-577-2086

INSURANCE OFFICE, Gal Friday, personal line, experience preferred. Southfield area. Good opportunity. 642-7351

INSURANCE
Birmingham agency is looking for girl experienced in personal line automobile and home owners. For confidential interview call Mrs. Hunt, 644-5804

WANTED FOR two person Novi Builder's office: well rounded mature office person to answer phones, light typing & bookkeeping and general office work. Must have good references. Salary $9,000 per year. Send resume to: Box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

SECRETARY-RECEPTIONIST - 60 WPM accurately. Salary open, full benefits. Renaissance area. Call Kim 393-2876

NATION WIDE PRINTER
THE JOHN H. HARLAND COMPANY, Nation wide printer of checks and Bank Documents has opened its 29th Plant in Livonia. We are looking for a person with good typing (50WPM), Filing and communication Skills. Excellent benefit package and pleasing work environment. If you have a sound work history and would like a job with a growing company please call for an appointment 8 AM to 5 PM, Monday thru Friday.
522-9268
An Equal Opportunity Employer

PROGRESSIVE food distributor in Livonia requires secretary for its buying office. Must have typing. Shorthand an asset. Duties include clerical work, and assisting the buyers. Excellent conditions call for appointment 427-7650

LEGAL SECRETARY, full or part time, experienced necessary, Southfield Law firm. 559-6200

EXPERIENCED Secretary for Southfield location. Typing, 80 plus WPM. Shorthand desirable. Salary $750+ per month depending on experience. Call Tom, 559-9191

SECRETARY
Ideal position to supplement the family income. Full time on a part time basis, to fill in on vacations & etc. Typing and general secretarial experience necessary. Call Don Wolfe.
Harry S. Wolfe Co.
32398 Five Mile Rd. 421-5660

CLERICAL SALES AUDIT
Full time position. Must like working with figures and be apt on a 10 key adder. Full benefit program including profit sharing.
HADLEY'S
12985 Wayne Road, Livonia
(off Schoolcraft)

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

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.

FULL CHARGE BOOKKEEPER
NOVI BASED, contractor is seeking a full charge, full time Bookkeeper to maintain current system thru financial statement. Individual should have previous experience with contractor. Please Contact ED or DICK:
349-0885

FULL CHARGE BOOKKEEPER
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349-0885

Accounts Payable
Must have 3 years experience in checking invoices for payment and the processing of high volume of Accounts Payable. Novi area. Call Miss Harrier weekdays between 10 AM and 3 PM.
349-5000

Accounting Ofc.
Experienced, permanent, full time position. Must know how to handle incoming and outgoing credits. Novi area. Call Miss Harrier weekdays between 10 AM and 3 PM.
349-5000

HIGH SCHOOL GRADUATE, with good Secretarial skills; small, but busy office needs sharp gal for assistance to office manager. Must be accurate typist. Call & ask for Pat, 255-2280

KEY PUNCH
National service corporation has several permanent openings on the day and afternoon shifts.
Will be moving from Southfield to Troy within the next few months.
Requires key punch working experience.
Call 569-5700 ext. 240 for an interview appointment.
Equal Opportunity Employer M/F

RECEPTIONIST
A challenging job involving a mixture of working with people and with some basic bookkeeping. Join our salaried staff in a contemporary, friendly atmosphere. Contact Mrs. Garnett: 728-8100

Statistical Typist
TAX DEPARTMENT
Permanent position, corporate offices of international organization presently headquartered in Southfield but moving soon to Troy.
Requires good typing skills. Some general office experience required.
Call 569-5700 ext. 294 for an interview appointment.
Equal Opportunity Employer M/F

RECEPTIONIST
Typist, Dictaphone experience preferred. Southfield Location. Reply, stating experience & expected salary, to: Box 302, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST needed for automobile restoration facility. Pleasant office work with varied duties for someone with good typing and phone skills, ability to meet and get along well with people. Shorthand helpful. Ask for Mr. Cohen 477-4767

RECEPTIONIST - general clerical duties for Livonia insurance agency. Phone 8:30 A. M. - 4:30 P. M. 425-2222

EXPERIENCED secretary for 1 girl office. Typing, phone & light bookkeeping. Must be responsible, dependable & good with people. Send resume to: W. R. Hammon & Assoc. Inc. 23414 Industrial Park Ct., Farmington Hills, Mich. 48024.

504 Help Wanted Office-Clerical

Receptionist/Switchboard
Southfield mortgage company seeks a responsible individual capable of handling both clients & very active switchboard. Call Miss Blake 353-6700

OFFICE
Major national company moving executive offices to Birmingham
NOW HIRING
GENERAL OFFICE CLERKS
STATISTICAL TYPISTS
SECRETARY
OFFICE SUPERVISOR
Experienced only. Send resume, including salary requirements to Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

THOY FIRM needs billing typist, 50 WPM, future supervisory possibilities, good pay & benefits. Call Paula Wendt 649-6500
An Equal Opportunity Employer

SECRETARIAL position - typing required. Benefits included. New Hudson area. 425-3000

GENERAL OFFICE Need part time girl, 8AM - 1PM for Troy area engineering company office. Must have good typing ability and aptitude for figures. Call between 8 AM - 4 PM for interview appointment. 362-1650

OFFICE CLERK, part time, week ends. Art Van Furniture Store, 21201 W. 8 Mile, Detroit 255-4580

TYPIST
MARKETING COMPANY
Has excellent opportunity for typist. Must be able to type 60 to 65 WPM. Present location is in Plymouth Road, Greenfield area of Detroit and will relocate to Southfield about August 1. Please Call
PERSONNEL DEPARTMENT
272-8900
An Equal Opportunity Employer

GENERAL OFFICE for busy Southfield Sales Office. Shorthand required. Must be accurate typist, telephone experience helpful. Permanent part time. $4 per hour, approximately 12 hours per week 459-7666

LEGAL SECRETARY-Experience required, excellent skills, good salary plus benefits. Southfield Area. 355-0022

GENERAL OFFICE
Experienced, dependable, sharp, non-smoker for general office work. Excellent starting salary, fringe benefits. Evergreen-Schoolcraft area. For appointment call 8:30 AM - 3:30 PM:
838-2170

DICTAPHONE TYPIST
Professional office, part time with flexible hours. Southfield. Call Ann 557-2289

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

PERMANENT PART TIME secretary, mature person - excellent skills. Diversified position. 3 days weekly, 9-5, Executive Group, Troy. 649-6533

SECRETARY, full time for busy Southfield sales office. Capable of typing, filing, shorthand, bookkeeping. Call Mr. Stephens 557-5216

CLERICAL, Typing, payroll and some bookkeeping knowledge required. Salary based on experience. Redford area. Joy Road and Telegraph. Call 9 AM to 5 PM. 537-9511

TYPIST to train as keypuncher, afternoon shift, 4:30 1AM, must type 55 WPM, excellent benefits, incentive pay, good working atmosphere. Livonia. Call 8AM-5PM 478-7447

TYPIST for general office work. Full time, start immediately Call Rita for appt. 548-7660

PART-TIME SECRETARY
Typing 70 wpm, shorthand helpful, filing & phone work. Must be conscientious, responsible & take initiative. Follow directions accurately. Hours 12-5 PM, salary negotiable. 647-3040

INSURANCE AGENCY needs experienced commercial lines girl, full time, Northville area. Ask for Jan. 349-2000, 474-1810

BOOKKEEPER, experienced with pegboard system, some typing. Peninsular Slate, 2222 Stephenson Hwy., Troy. 689-9300

SECRETARY - varied duties, excellent typist, good telephone handling, excellent fringe benefits, pleasant office. Call between 9AM-11:30AM. Southfield. 353-7020

STATISTICAL TYPING
& General Office work. CPA Firm in Southfield. Interesting job in 1 girl office. 557-0842

EXPERIENCED SECRETARY, for front desk and ordering, typing, shorthand & filing required. Call for appointment 553-2230

RESPONSIBLE Girl Friday for small one man office Light bookkeeping and typing. General office experience preferred Salary negotiable. Plymouth. 459-7050. After 6 pm 455-8887

504 Help Wanted Office-Clerical

EXECUTIVE LEGAL Secretary for Southfield Law Firm, excellent typing & shorthand skills required, excellent fringe benefits, salary open. Please call Mrs. Frank 559-2228

WANTED FULL time File Clerk-Typist for Southfield Insurance Agency Contact Cindy 353 5800

ARE YOU looking for a challenging position? The C. A. Muer Corp., presently located in Dearborn, has an immediate opening in its administrative offices for person with a strong mathematical background. A minimum of 2 years experience working with figures and accurate typing skills a must. This can be an interesting position with varied duties, for the right person. Must be pleasant and able to deal with people. Excellent benefits. For an interview, call between 10 and 4 PM. Pat Rice, 562-1662
An Equal Opportunity Employer

EXPERIENCED SECRETARY to take charge of office in Livonia when manager is away. Must have typing & shorthand experience Call for appointment between 10am & 3pm 464-4250

ADM. SECRETARY
Belleville location. Full time position. September June each year. Type 60 WPM, shorthand preferred. Have previous secretarial experience. Be well organized. Have good telephone writing and computation skills and enjoy dealing with people. Willing at certain times of year to work beyond normal work day. Good salary and benefits 697-4174 ext 4

CLOSING SECRETARY
for multi - office real estate firm in Troy. Typing essential, title work or bookkeeping experience helpful but not essential
643-9455

NOW INTERVIEWING for receptionist and general office person. Must have pleasant phone manners, typing skills necessary, work in a great location with a growing company Benefits Call 474-0124

SECRETARY - Northwest area, recent secretarial experience, with heavy typing, grammatical and dictaphone skills, approx 20 hour week. 341-6981

GIRL with pleasant phone personality for customer relations work and typing. Southfield and Schoolcraft area. Call 9 AM to 3 PM daily 838-7386

PROMINENT LLC Manufacturing Sales Department is searching for an executive secretary to work in its Farmington Hills office.
Minimum requirements. Business school & 3 years experience. Shorthand desired. Must be proficient in transcribing & typing.
Interested candidates respond to Box 286, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

OFFICE MANAGER with bookkeeping & typing skills, wanted for Troy CPA office 362-2540

STAT TYPIST wanted for Troy CPA firm 362-2540

EXECUTIVE SECRETARY - full time position, experience necessary, full knowledge of office procedures, able to work well under pressure with little supervision. Call Ann Arbor 769-6300

LEGAL SECRETARY position. Need some dictating experience. Southfield area. Call 353-3550

ASSISTANT BOOKKEEPER for N.W. area contractor. Must be aggressive & reliable & have minimum accounts payable & bank reconciliation experience. Call between 4-5PM, Mon thru Fri. 348-2800
An Equal Opportunity Employer

SECRETARY for N. W. area contractor. Must be aggressive & dependable with excellent secretarial & organizational skills. Call between 4-5 PM, Mon thru Fri. 348-2800
An Equal Opportunity Employer

SECRETARY Wanted with good typing, telephone skills. Must be take-charge girl 9AM-3PM or Full time start $150 per week. Write Only. American Protective Alarm, 17250 W. McNichols, Detroit 48235 Attention Mr. Check

INSURANCE - experienced, prefer mature person, for agency near 14 Mile & Main, Clawson 435-5750

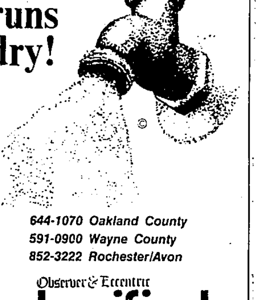
AMBITIOUS person able to type accurately. Full time or summer help Berkley area 546-5624

ORDER CLERK general office, good with figures and telephone. Good personality. Harmack, 28715 Greenfield, at 12 Mile Road

KEYPUNCH Operator, no experience necessary, will train 569-4640
An Equal Opportunity Employer

Clerk Typist
Open our door ...
to an interesting career with one of America's leading progressive insurance companies. We have an immediate opening for a clerk-typist with good typing skills, and the desire to devote your attention to a variety of interesting assignments. No previous experience is necessary. You'll earn a good starting salary, and outstanding benefits in our congenial, attractive office. Please call Craig Luftig at 358-1290, for an interview appointment
Mutual Benefit Life
Equal Opportunity Employer M/F

SELECTION that never runs dry!



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