502 Help Wanted Dental-Medical

CHAIRSIDE DENTAL ASST
Plymouth-Canton area. Full time. Experience preferred. Send resume to Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PART TIME Medical Teachers. 544-9009

DENTAL RECEPTIONIST - experience, no typing, mature person, career oriented. Warren area. 851-1717

DENTAL OFFICE MANAGER - for progressive Northville practice. Pay dependent upon ability and experience. Call 349-4310

Nurse Aides

MIDNIGHT SHIFT
Full time considered. Will train, good benefits. See Ms. Walkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

BUSY Livonia 2 doctor's office needs assistant with 10-15 years experience in urinalysis, EKG's and injections preferred. Good fringe benefits. Attractive salary. 427-5509

PERMANENT part time help, Birmingham dental office. Perfect for back to work homemaker. Hours 8 a.m. - 1 p.m., 4 days, no weekends. General office work and cleaning. $4 per hour, reply Box348, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXPERIENCED Receptionist for Doctors office in Troy. Knowledge of various insurance billing. 20-30 hours weekly. For information call. 588-8000 ext 32

DENTAL ASSISTANT, LIVONIA AREA MINIMUM EXPERIENCE OF 1 year in 4 handed dentistry. FULL TIME, excellent salary and benefits. CALL 522-6013

MEDICAL Office, Assistant to secretary. OB-GYN office, Northwest, 4 days, some insurance, filing, reception. Call 10AM-4PM. 661-1199

MEDICAL TECHNOLOGIST
ASCP preferred with experienced for day shift, Monday through Friday. Pleasant working conditions. Excellent fringe benefits. Resume required. For appointment call 333-9313

DENTAL RECEPTIONIST - excellent opportunity to work in congenial multi-staff office in Plymouth. Experience preferred. Diversified duties in a pleasant work environment. Salary commensurate with ability. Send resume to Box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Nursing Director

for 71 bed skilled nursing facility. Ann Arbor area. Solary commensurate with experience. Paid Blue Cross. Phone Mrs. McCreery for interview.

761-3800

DOCTOR'S OFFICE, full and part time. Must know insurance and billing. With references. Huntington Woods. 542-8787

DENTAL RECEPTIONIST - experience. Good pay and benefits. Group practice, Birmingham area. 647-7550

DENTAL RECEPTIONIST Assistant for specialty practice. Birmingham area. 1 year previous experience in dental office necessary. Excellent benefits 647-7729

NURSE AIDES

FULL TIME
MIDNIGHTS
Apply In Person

Marycrest Manor
15475 Middlebelt, Livonia

427-9175

SECRETARY RECEPTIONIST for Medical office. Experience preferred. Light typing, bookkeeping, billing, insurance forms. Salary and fringe benefits. Birmingham area. Reply Box 422, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

AFTERNOON RELEASE. Cook, hours 11AM-7:30PM. Will train. 591-3700

DISH WOOD Aide. 6AM-2:30PM, Weekends Only. 477-0711

MEDICAL RECEPTIONIST for Southfield office, Monday - Friday, 9-5. Good working conditions and benefits. Salary commensurate with experience. Call Esther, 559-5147

SECRETARY, part time. Mature woman for physician's office. Reply to Box 410 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MEDICAL SECRETARY. Experienced only. Must know letterhead typing, dictaphone & light bookkeeping. Top salary, all benefits. 9 AM - 5 PM. 647-7274. After 5 PM 647-1377

DENTAL RECEPTIONIST - Experienced, mature, person, 4½ days. Farmington Hills office 553-2828

MATURE, experienced woman for busy doctors office, 5 days a week. Farmington area Call Lois 626-6350

502 Help Wanted Dental-Medical

RNs & LPNs
Dearborn Heights Convalescent Center on Ford Rd. near Beech Daly has openings on 3 PM - 11 PM shift for full time staff nurses; and part time, 11 PM - 7 AM shift. Liberal wage & fringe benefits. Please call Mrs. Chopon for further information. 274-4600

DENTAL RECEPTIONIST - Experienced, mature person, 4½ days, Farmington Hills office. 553-2828

RN-LPN part time, West Bloomfield allergy office. Call for interview. 626-5315

Nurse Aides

Experienced or will train mature persons to work in a modern fully accredited nursing home. Excellent sick and vacation pay, good benefits, credit union and Blue Cross available. Apply in person at:

CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia 522-1444

RN'S, LPN'S
DAYS & AFTERNOONS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lahser

255-6450

RN-LPN

Good starting salaries, and good hospital benefits. Afternoon and midnight shift preferred. Modern facilities. See Mrs. Ferguson.

NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RNs - LPNs

Positions available for full or part time Nurses in a modern health care facility in the Livonia - Westland area. Good starting salary and Career Advancement. Full benefits including paid Blue Cross & Life Insurance, sick and vacation pay and credit union. All shifts feeded, no shift rotation. Apply:

CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia 522-1444

DENTAL ASSISTANT for specialty practice in Avon Township. Will train. 852-1264

YOUNG DENTIST looking for dependable full time dental hygienist for preventative oriented practice. Days, call 335-2322; evenings 399-2489

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'S - LPN'S
FULL OR PART TIME
AFTERNOONS
Apply in person

FRANKLIN MANOR
26900 Franklin Rd., Southfield

352-7390

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

MEDICAL ASSISTANTS, wanted for busy Livonia Pediatric office. Experience required, must be CBC. 478-2723

502 Help Wanted Dental-Medical

NURSES-LPN'S-RN'S, for all shifts, full and part time, apply Oak Hill Nursing Home, 26225 Grand River, Farmington.

AIDES
& ORDERLIES
144 bed convalescent center has openings on all shifts for full or part time. We have an excellent training program with certificate upon completion, so no experience is necessary. Competitive wages and bonuses. Baby sitting service available on the premises. Apply in person at:

BEVERLY MANOR
24500 Meadowbrook Rd.
Novi, 477-2000
Mon. - Fri., 9-4

R.N. Permanent full time midnight Supervisor. Bedford Villa Nursing Home, Southfield. 557-3333

AIDES & ORDERLIES. Pleasant working conditions, fringe benefits. Bedford Villa Nursing Home, Southfield. 557-3333

R.N. Relief, days & afternoon shift for month of July & August. Bedford Villa Nursing Home, Southfield. 557-3333

MEDICAL RECEPTIONIST. Mon., Wed. & Fri.; 2 PM - 8 PM. Experience preferred. Pegboard, telephone, filing. Insurance forms. Ferndale area. 544-8810

AVONDALE Convalescent Home has full time opening for L.P.N. on midnight shift. Call for details: 651-4477

MEDICAL OFFICE
Ophthalmologist needs person to supplement present staff, must be eager to learn, salary commensurate with capabilities. Send resume to: Suite No. 1, 2700 North Woodward, Bloomfield Hills, 48013.

DENTAL ASSISTANT - Full time for challenging position with busy dental practice in the Fisher Building. New Center Area. Must have experience & academic training. 871-3144

504 Help Wanted Office-Clerical

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 341, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

ACCOUNTING CLK.
Full time, experience helpful. Full benefits. Redford Twp. Apply in person between 9 AM - 3:30 PM.

7-UP BOTTLING CO.
OF DETROIT
12201 Beech Daly

CLERICAL
National service corporation has immediate openings for general office CLERKS at the beginner level. Will be moving from Southfield to Troy within the next 2 months.
Requires good math aptitude and typing ability. Benefits are provided. Interested persons call:

SNELLING & SNELLING
478-3500

RECEPTIONIST
Wake up! A promising career is yours with an internationally known company at plush suburban office. Typing, fee paid. $715 a month. Call Sandee.

644-4600
SNELLING & SNELLING
AGENCY

CUSTOMER SERVICE
$8320
Your cheery phone voice and typing ability can land you this interesting spot. Lots of client contact. Call Tina for details.

SNELLING & SNELLING
478-3500

CLERICAL
International corporation presently located in Southfield but moving soon to Troy has several permanent openings. Requires good medical skills and typing ability. Must have experience in either payroll, billing or accounts receivable.
Call 569-5700 ext 298 for an interview appointment.
Equal Opportunity Employer M/F

LEGAL SECRETARY
Experienced. Good Pay.
852-8500

PART TIME SECRETARY wanted. 30 hours a week, 9 AM to 2:30 PM. Light typing. Call Sherri at Warner's International. 476-9144

SOMETHING SPECIAL
$10,000
A favorite client in a hurry to hire a super Secretary. Shorthand necessary for this one. Why delay? Call Linda Neely today.

644-4600
SNELLING & SNELLING
AGENCY

EAGER RECEPTIONIST-$800
FEE PAID. Your pretty sillile and good clerical skills are all that's needed to work for friendly company.

LIVONIA

FEE PAID. We have several excellent positions available with an established firm which has recently moved to Livonia. Clerical skills are a must.

CAREER OPPORTUNITY
To $900. FEE PAID. Utilize you administrative ability with suburban firm. Some typing and shorthand are required.

Ask For
DAVID SCHIKLER
355-1441 851-1900
Real Estate One

GLAMOUR JOBS
Advertising Agency has opening for administrative Assistant typing 70 wpm, shorthand 60. Also good typist, 55 wpm who can train for CRT. All fees paid.

PLACEMENT PLUS
PERSONNEL 358-3250

504 Help Wanted Office-Clerical

ONE GIRL OFFICE
Requires accurate typing, record keeping, & ability to take phone orders. Drug or chemical experience helpful but not necessary. Very pleasant atmosphere. Kerr Chemical Company, 9 Mile & Novi Roads. Call for appointment.
349-5000

PERSONNEL RECPT. $185
To greet job applicants, handle calls & schedule appointments for job interviews. Typing & computer with excellent chance for advancement and very pleasant work surroundings. Full benefits with cost of living raises. Type 40.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY
No previous experience necessary. Must be able to type 35 WPM. Shorthand 85 WPM. Salary $150 to $190. Fee Paid. Call Betty at:

TLC PERSONNEL
522-4330

KEYPUNCH-TYPIST-TRAINEE
Immediate opening in Livonia area. No experience necessary. If you can type 50 WPM, company will train. Good starting salary. Benefits. Plus incentive bonus. Call Betty at:

TLC PERSONNEL
522-4330

FIGURE CLERK $175
For rapidly expanding suburban corporation, will train individual with aptitude for dealing with figures. 45 wpm, careful typist with great benefit program. Full Blue Cross coverage. Flex time program allows you to set your own hours within a set hr. work week.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SALES SECRETARY $10,500
Assist Vice President of Sales with special accounts, type 55, prefer some previous secretary experience. Will consider someone returning to the work field. Fringe benefits with dental. Employer paid fee.

555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SUMMER JOBS
Typist
Dictaphone 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

SECRETARY
$8400
Busy office needs a sparkling personality who likes to take dictation and type. Really great opportunity. Call Kathleen today.

SNELLING & SNELLING
478-3500

RECEPTIONIST
TAX DEPARTMENT
Permanent part time, 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. 296 for an interview appointment.
Equal Opportunity Employer M/F

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

REENTERING JOB MARKET
Accurate typing necessary. Farmington company will train mature person. Fee Paid. Suburban Office Services

EXECUTIVE SECRETARIES - to $14,000. Top level positions requiring good typing, S.H. or dictaphone. Excellent benefits. Modern north suburban locations. Fee Paid.

SUBURBAN
OFFICE SERVICES
ROCHESTER 651-1500
FARMINGTON 477-9660

BOOKKEEPER, to $11,000 Fee Paid. F.C. thru financial statements with supervisory experience plus knowledge of computerized bookkeeping. Call Ann Arbor Suburban Office Services.
477-9660

STATISTICAL TYPIST, $800, Fee Paid. Troy Troy office needs experience and maturity. Good benefits. Suburban Office Services 651-1500

504 Help Wanted Office-Clerical

RECEPTIONIST-SECRETARY to handle all incoming calls at busy corporate headquarters. Must be excellent typist. Near Livonia Mall. Call Lee. 478-9726

SERVICE ASSISTANT
Begin a new career with suburban employer willing to train you. Advancement and salary increase with experience. Typing needed. $530 a month. Call Gina.

644-4600
SNELLING & SNELLING
AGENCY

BEGINNER SEC'Y
Suburban firm has immediate opening for person with good typing and light shorthand. Lots of advancement. $625, fee paid. Excellent benefits.

PERMANENT STAFF
522-4210

People Greeter
Plush suburban office needs your outgoing personality and typing ability for front desk spot. $600, fee paid. Super benefits.

PERMANENT STAFF
522-4210

LEGAL SECRETARY-for Bloomfield law firm to work for one department. Requires previous legal experience plus 60wpm mag card typing and shorthand helpful. $900 plus benefits.

Order Desk - for Southfield firm requires 50wpm typing plus handling phones & processing orders. $610 plus great benefits.

Accôuracy Personnel
642-3050 358-2010

BRIGHT BEGINNERS
Your career starts here! Plush office, great benefits, a chance to grow. Use your typing and figure flair. $600 a month. Call Linda Neely today.

644-4600
SNELLING & SNELLING
AGENCY

SECRETARY

Experienced SECRETARY needed for automotive division of large global corporation in Southfield. Excellent typing, and shorthand required. Call: MRS PRESLEY.

646-6414

LAW FIRM Southfield, 9½ Mile - Greenfield needs full time or part time receptionist-bookkeeper. Salary per experience. 559-9200

RECEPTIONIST
SECRETARY
Established Rochester real estate company needs experienced receptionist/Secretary. Good typing is essential. Good salary and fringe benefits. Please ask for Dorraine Lee. 651-3500.

GOOD TYPISTS:
WE NEED YOU!
We have two part time positions available. Must be experienced. Typing Dept. Must have good spelling, grammar and typing skills. Visual Display Terminal experience helpful, but by no means necessary. We will train you. If you're interested, please apply in person. Wed. 2-4 PM

Observer & Eccentric
Newspapers
36251 Schoolcraft, Liv.
(Corner of Levan)

504 Help Wanted Office-Clerical

SUMMER
In terrific time to leisurely look for a new job? Fantastic career choices offer starts to $15,000. In the Suburbs. Call now and put your best executive foot ahead on administrative areas with these five firms. Call 649-4144.

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

RECEPTIONIST
Attractive offices offer you this great deal in the suburbs - growing incoming clients. $600 plus start. This spot needs little experience! Call 562-8900

Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

NORTHVILLE LAW FIRM desires typist to share typewriter in home. Can furnish typewriter.
348-3980

Secretary
Statistical Typist
Clerk Typist
Accounting Clerk
Switchboard
Keypunch
All Office Skills

You can join the easy smart KELLY GIRL employees who work when then want as long as they want. Just call our office to register, then all assignments will be given to you by telephone. Immediately!

Kelly Services, Inc.
29449 6 Mile, Livonia
522-4020

23777 Greenfield, Southfield
(Suite 122)
424-9100

2299 S. Telegraph, Bloomfield Hills
642-9650

27629 John R, Madison Hts.
398-2580

Not An Agency. Therefore No Fee Equal Opportunity Employer M F

SECRETARY - for major life insurance company, as personal secretary to leading agent. Clean pleasant surroundings. Year own private office. Good fringe benefits. Experience preferred, salary commensurate with experience future potential. Immediate opening, call Mrs. Rust 357-3550

RELIANCE
INSURANCE
COMPANY
MULTI-LINE
INSURANCE COMPANY
Located in Troy has openings for
WATERS
Seeking raters for Property and Casualty units 1 - 3 years experience preferred.
PREMIUM AUDIT PROCESSORS
Seeking individual with 1-3 years experience in Audit Processing
POLICY TYPIST
Seeking High School graduate with 55 - 60 wpm typing ability.
Pleasant working conditions. Competitive salaries. Interested applicants call Personnel Department. Contact John McLaughlin.

649-4300
We are a People Oriented company.
An Equal Opportunity Employer

STATISTICAL TYPING & general office work for CPA firm in Southfield area. Interesting job in I-jol office.
557-0842

BOOKKEEPER TO $18,000
A person with the experience of full charge Bookkeeping to handle bank reconciliations, payroll taxes, for a growing company with peg board system. Benefits. Fee paid
Durham Personnel 569-1522

GENERAL OFFICE
$7800
Typing, reception and figure work will fall your day in this plush office. Call Kathleen right now.

SNELLING & SNELLING
478-3500

TYPING & CLERICAL
Experienced preferred, permanent position 8 AM - 4 PM. Monday thru Friday.
PAYROLL CLERK - 35 wpm, good with figures, 20 hrs. per week, $5 per hr. Vicinity of Southfield & 7 Mile.
273-6154

PERSONNEL OFFICE
Initiates, compiles, maintains & types personnel reports & records. Performance reviews, benefits, OSHA, safety, compensation, etc. A self starter who can work on own. Some personnel office experience at some time. Will teach duties not previously handled. Starting salary to $13,000. Interviewing now.

ALLIS JOHNSON PERSONNEL
Quakertown Plaza
32969 Hamilton
Farmington Hills 553-3100

AVAILABLE NOW
Exec. Sec'y (personnel) to $10,000
Secretaries - several areas. $800
Credit clerk. $700
Personnel clerk (PPA) $700
Customer Serv.-Typist $690
Key-Punch $780
Statistical Typist $650
General office $600
Many other positions available in the N.E. & N.W. Suburbs
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32969 Hamilton
Farmington Hills 553-3100

EXECUTIVE
SECRETARY
Our Mid-Detroit client is currently seeking a full time Executive Secretary to work for our administrative staff. Typing 50 wpm and have previous secretarial experience. We offer an excellent pay rate and a comprehensive fully paid benefit program. Qualified applicants please apply Personnel Dept.

METROPOLITAN
HOSPITAL
1800 Tuxedo, Detroit
An Equal Opportunity Employer

PART TIME Secretary. Diversified position, 3 day week, 9AM - 3PM Mature, good skills. Pleasant surroundings. Troy. Executive group 649-6533

SECRETARY, experienced for 1 girl office, good typing skills, bookkeeping and shorthand knowledge desirable. Southfield area. 646-6020

EXECUTIVE SECRETARY
Experienced, good typing skills, shorthand, bookkeeping, part or full time. Southfield location. Send resume Box 396, 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. 347-7100

GENERAL OFFICE - Must be familiar with all office procedures including telephone, typing, billing, posting, etc. Good figure aptitude a must. Salary open. Call 542-8800

SHARP, personable, good typists to act as receptionist for Michigan marketing corporation on part time basis. Call for interview. 478-7828

504 Help Wanted Office-Clerical

OFFICE MGR
BOOKKEEPER
To take charge of medium size office for well established full scale national distributor in Troy. Strong accounting background is mandatory. Challenging and diversified position for a mature individual with several years of experience in office supervision. Must be thorough with details and have good letter writing skills. Excellent base salary, company paid benefits, including annual profit sharing. Send complete resume in confidence to Box 428, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

GAL FRIDAY - needed for optometrist office, Livonia area. Call Monday between between 11 - Noon-2PM. 425-0525

CLERK-RECEPTIONIST-MSC Extension office. Typing at 40-50 wpm is desired. Handling cash, course requests and registration procedures. 645-3410

BIRMINGHAM LOCATION Established retailing corporation has immediate need for light bookkeeper ideal for mother with children in school. Pleasant office, paid parking, & flexible 35 hour salaried position. Call Art at Black Stone 646-2262

ASSISTANT BOOKKEEPER wanted, part time for Southfield office. Experienced only. Flexible hours 356-4040

ORDER CLERK, general office. Dependable, good with figures & telephone. Good personality, dry humor. 28215 Greenfield at 12 Mile Rd.

AUTO
BOOKKEEPER
New car dealership experience, or will train alert conscientious beginner. Livonia Location.
Call office Manager 425-1311

O'Hara Datsun

TYPIST
Excellent opportunity for an experienced typist on IBM Electric. Must type minimum 55 wmp accurately. Word processing experience helpful. Excellent working conditions & benefits. Please contact Personnel Department.

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

IMMEDIATE OPENING in Plymouth insurance office for experienced male or female in Personal Lines. Apply in person between 8 AM - 11 AM. Ask for Mrs. Hanna Salary & benefits according to experience C.L. Fillar, & Son, Inc., 500 South Main, Plymouth

RECEPTIONIST SECRETARY
Excellent opportunity in management consulting firm for call who possesses professional appearance & transferably 65 WPM (I & Nothi. Salary commensurate with ability. Call Mr. Demers. 851-4454

GENERAL OFFICE
Prefer someone with computerized payroll systems experience. Duties include filing, typing & telephone. Send resume to: Carpenters I, Inc. 22800 W. 8 Mile, Southfield, Mi 48075

An Equal Opportunity Employer

SECRETARY GIRL FRIDAY
California based electronic firm has an immediate opening in its Southfield sales office. Work consisting of diversified compensation based on experience. Call for an appointment. 353-0929

PAYROLL
BOOKKEEPER
The South Redford School District is accepting applications for the position of PAYROLL-BOOKKEEPER. Applicants must have recent experience in all phases of payroll, including federal and state reports. Data processing experience is helpful. Confidence, accuracy, and efficiency are vital to this position. Start $5.18 per hour. Excellent fringe benefits.

SOUTH REDFORD
SCHOOL DISTRICT
26141 Schoolcraft, Redford
535-4000
An Equal Opportunity Employer

IMMEDIATE OPENING - part time office work. Posting, accounts payable, light typing 566-5600

GAL FRIDAY - needed for photography studio in Troy, bookkeeping & clerical office duties, all IBM computer experience desirable but will train right person. Call 362-2690

MIMEOGRAPH OPERATOR
Young person with eye to run printing machine and high speed stapler. Will train. Hours 8 AM - 12:45 hour. Call Mrs. Hix. 342-9333

PERMANENT PART TIME, four hours per day, five days, experience with 10 key calculator & general office procedures. Call for interview. 525-7707

MAJOR Jewish Organization seeking responsible, mature secretary for exciting position. Accurate typing, good phone manner essential. Call for interview. 569-2030

BOOKKEEPER
FOR ACCTS PAYABLE
Experience necessary. Payroll and IBM computer experience desirable but will train right person. Call 569-2030

MIMEOGRAPH OPERATOR
Young person with eye to run printing machine and high speed stapler. Will train. Hours 8 AM - 12:45 hour. 342-9333

PERMANENT PART TIME, four hours per day, five days, experience with 10 key calculator & general office procedures. Call for interview. 525-7707

MAJOR Jewish Organization seeking responsible, mature secretary for exciting position. Accurate typing, good phone manner essential. Call for interview. 569-2030

OFFICE TRAINEE
Reliable person with aptitude for and interest in math, bookkeeping and general office needed for full time position with fast growing company in Hazel Park. 547-7096

INSURANCE
GROUP HEALTH CLAIMS
Large health insurance company, presently located in downtown Detroit, will be expanding and moving its benefits department to Southfield. In anticipation of the move we are now interviewing candidates for the position of Typist (60-55 w.p.m.) to train as a Mini-computer operator. Training will take place in our downtown office. Qualified candidates should contact Mr. Hubbard 963-8600, ext. 295

NEED versatile person book keeping, typing, free lance work for 1 girl office. Salary based on experience. Plymouth Call for appointment 459-1829

LEGAL
SECRETARIES
The demand for legal secretaries throughout the Tri-County area is phenomenal! We are actively seeking Junior through Senior experienced candidates, interested in permanent part time or temporary positions. Many outstanding legal practices as well as solo corporate positions are available. If you are seeking a change for whatever reason, the time is right now. Never a charge to you for our professional and confidential placement service. Contact the office most convenient to you.

PERSONNEL AT LAW
Southfield 358-0060
Troy 649-2063
Dearborn 336-5777

GAL FRIDAY. Insurance experience helpful but not a requirement. Good typing, shorthand, telephone, people skills. Good salary, benefits. 424-8410. After hours. 557-0587

BOOKKEEPER (Assistant) for Southfield advertising agency. Must have good typing skills. Previous experience required. Hours 8:30-5:00. 358-4400, ext. 291

504 Help Wanted Office-Clerical

PART TIME HELP
Secretary-Receptionist. Typing, no wpm. Phone work, filing, general office duties. Hours 12 noon-5 pm. Monday thru Friday. 647-2045

SECRETARY
With good business machine experience needed for computer & handle diversified office duties. Social this manufacturer. Full time, good salary, profit sharing & pension plan. Send resume stating salary history to: Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY TYPIST
Interesting well rounded position at the Detroit Country Day School. Good benefits, with essential Applicant must have initiative, be well organized and willing to accept responsibility. Knowledge of shorthand and some shorthand required. Call 886-7211

CHIROPRACTOR'S office - Mature woman. Non-smoker preferred and must have typing experience. Monday thru Friday 9-1. Farmington. 476-0230

GENERAL OFFICE - for office related Bookkeeping, Medical or Dental office. Call for more information call Mr Farmington 476-2200

SECRETARY Receptionist for modern Southfield office. Good typing and telephone skills a must. Call Mr. Maxwell 424-8500
Equal Opportunity Employer M/F

GENERAL OFFICE:
Experienced with good knowledge of office procedures. Accounts receivable, payable, typing, etc. Small office but busy. Must be good with figures. 557-2511

RECEPTIONIST
General office & Secretarial position. Typing at least 45 wpm. Call Perfect Personnel 357-0300

GENERAL OFFICE
Real Estate or Farmington area. Secretarial skills required. 426-3600

FULL TIME permanent position open for accurate typist interested in the job with computer training and helpful. Some filing and telephone work involved. Berkley location. Call Ferrari 398-5350

MARKETING ASSISTANT
Privately owned HBM dealer has immediate need for a marketing assistant in marketing area. Assertive self starter with some outside Florida experience desired. Duties include detailed paperwork follow through phone contact with customers and accurate record keeping for sales department. Commission salary and full benefits package for qualified candidate. Call Mr. Demers. 851-4454

An equal opportunity affirmative action employer

SECRETARY for Southfield construction firm. Experienced and dependable. Good typing skills a must. Send resume to 26 Jaxmont Sugh 25711 Southfield Rd., Southfield 48075.
Equal Opportunity Employer M/F

ELECTRONIC manufacturers near Fifth & Farmington Hills, desire pleasant person for inside sales and secretarial duties. Light typing and bookkeeping. Good judgement and sharp telephone personality a must. Career opportunity. Excellent benefits. Salary commensurate with ability. Reply to Box 426, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TYPIST - fast, accurate, good with math, for inventory. Oak Park 541-1111

SECRETARY for Health Educator. Excellent typing skills. Shorthand. Telephone work essential. Good salary, mature secretary. Call Mrs. Hix 342-9333

PART TIME - Southfield office 3 days per week, good typist, office experience 557-0330

CLERK-TYPIST - fringe benefits. Southfield area. Call Mrs. Barron 559-2030

SECRETARY, full time for small Southfield law office. Experience preferred. 559-2030

BOOKKEEPER
FOR ACCTS PAYABLE
Experience necessary. Payroll and IBM computer experience desirable but will train right person. Call 569-2030

MIMEOGRAPH OPERATOR
Young person with eye to run printing machine and high speed stapler. Will train. Hours 8 AM - 12:45 hour. 342-9333

PERMANENT PART TIME, four hours per day, five days, experience with 10 key calculator & general office procedures. Call for interview. 525-7707

MAJOR Jewish Organization seeking responsible, mature secretary for exciting position. Accurate typing, good phone manner essential. Call for interview. 569-2030

OFFICE TRAINEE
Reliable person with aptitude for and interest in math, bookkeeping and general office needed for full time position with fast growing company in Hazel Park. 547-7096

INSURANCE
GROUP HEALTH CLAIMS
Large health insurance company, presently located in downtown Detroit, will be expanding and moving its benefits department to Southfield. In anticipation of the move we are now interviewing candidates for the position of Typist (60-55 w.p.m.) to train as a Mini-computer operator. Training will take place in our downtown office. Qualified candidates should contact Mr. Hubbard 963-8600, ext. 295

NEED versatile person book keeping, typing, free lance work for 1 girl office. Salary based on experience. Plymouth Call for appointment 459-1829

LEGAL
SECRETARIES
The demand for legal secretaries throughout the Tri-County area is phenomenal! We are actively seeking Junior through Senior experienced candidates, interested in permanent part time or temporary positions. Many outstanding legal practices as well as solo corporate positions are available. If you are seeking a change for whatever reason, the time is right now. Never a charge to you for our professional and confidential placement service. Contact the office most convenient to you.

PERSONNEL AT LAW
Southfield 358-0060
Troy 649-2063
Dearborn 336-5777

GAL FRIDAY. Insurance experience helpful but not a requirement. Good typing, shorthand, telephone, people skills. Good salary, benefits. 424-8410. After hours. 557-0587

BOOKKEEPER (Assistant) for Southfield advertising agency. Must have good typing skills. Previous experience required. Hours 8:30-5:00. 358-4400, ext. 291

504 Help Wanted Office-Clerical

RECEPTIONIST for attractive Bloomfield Hills law office. Typing skills preferred 642-7939

SECRETARY TYPIST for South field Law office, full time or part time

BOOKKEEPER Part time legal office. Handle general ledger, payroll, accounts payable and taxes. Ann Arbor Keller 769-9858

BIRMINGHAM law firm needs legal secretary. Strong shorthand and typing. Call Jack Keller 645-1250

CAMP OPERATOR
Experienced
Knowledge Pool
423-9300

WILD
WHEELIE
TICKET
WINNER

WOMAN EXPERIENCED IN ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, and general office procedure. FULL TIME SHIFT 477-9900

TWO POSITIONS OPEN FOR GENERAL CLERKS ONE FOR LIGHT TYPING AND TELEPHONE WORK (NOT SALES) the other for better than average typing for general customer service and form work. BOTH POSITIONS REQUIRE A HIGH SCHOOL DIPLOMA OR QUALIFIED LARGE OFFICE GOOD SALARY. APPLY IN PERSON ONLY NATIONAL ACCOUNTS SYSTEMS, INC. SUITE 270, 26400 LAHSER RD., SOUTHFIELD ASK FOR MR. NICHOLS
An Equal Opportunity Employer

SOUTHFIELD INSURANCE AGENCY DESIRES MATURE congenial, dependable woman with neat appearance and PLEASANT TELEPHONE MANNER AND ACCURATE TYPING FROM DIVERSIFIED duties. NO EXPERIENCE NECESSARY WILL TRAIN RIGHT PERSON 642-7533

SECRETARY With good basic skills must be well organized. Send letter of application of resume including typing and dictaphone or word processing skills to P.O. Box 418 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia Mich 48150

SECRETARY, part time may 25 preferred typing, filing. Home Salary negotiable. Flexible hours. Southfield area 356-2610

MATURE LADY to work in small office. Typing, shorthand. Farmington-Schooler area. Call 8am 7pm. 553-1930

MATURE female for general office Bookkeeping, phone and filing experience necessary. Full time. Ask for Bernie 424-8120

FILE CLERK needed for Southfield Law Firm. Experience helpful but not necessary. For interview call 559-8660

INSURANCE AGENCY wants mature lady for full time general office. Typing helpful. Call for appointment Mr. Zimmerman 557-2550

RECEPTIONIST - for attractive Bloomfield Hills law office. Typing skills preferred 642-7939

MARKETING ASSISTANT
Privately owned HBM dealer has immediate need for a marketing assistant in marketing area. Assertive self starter with some outside Florida experience desired. Duties include detailed paperwork follow through phone contact with customers and accurate record keeping for sales department. Commission salary and full benefits package for qualified candidate. Call Mr. Demers. 851-4454

An equal opportunity affirmative action employer

EXPERIENCED Legal Secretary does not want typing or bookkeeping. Prefer experienced on IBM, Memory Typewriter will train right person. Salary commensurate with ability 562-3660

SECRETARY for busy construction company in Southfield. Must have construction experience helpful. Good salary and benefits. 569-2030

RECEPTIONIST for busy office Southfield. Must have phone experience. Typing required. Benefits. Call 8am 5pm 569-2030

EXECUTIVE SECRETARY for managing partner. Boss office in Southfield. Must have good typing, good typing, & shorthand skills necessary. Benefits. Call 9AM-5PM 569-2030

CLERK-TYPIST

General clerical duties including some bookkeeping, telephone contact, full time position 5 day week good benefits Apply

NATIONAL BANK
OF ROCHESTER
142 W University
Rochester
651-8535
An Equal Opportunity Employer

GENERAL OFFICE. Order Stock Control Clerk, typing required Call for appointment 642-3220

KEYPUNCH, KEY-DISK & key tape - 10 full time positions open on days, afternoons & midnights $5 per hour. Must produce 12,000 strokes per hour within 3 weeks to qualify. Good attendence & dependability are musts. Call for interview. 557-3000

CLERK TYPIST for busy sales office of large national company. Southfield area. Duties varied typing, filing, phone. Will train on duties. Good benefits, pleasant working conditions experience desirable but not essential. For appointment 557-0200
An Equal Opportunity Employer

SECRETARY

A 50 year old Michigan Corporation with offices in Birmingham seeks secretary-stenotheminist for full time job. Initially job includes telephone answering, typing & filing. Promotion into Sales Administration with customer & manufacturer contact & order entry responsibilities. Must be good at mathematics & have outgoing pleasant personality. Send resume to Box 418, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia Michigan 48150

SECRETARY

GENERAL-OFFICE
Take Charge Secretary with diversified general office duties. Prefers 4 girl office. Good shorthand, typing & knowledge of office procedures required 8 Mile - Southfield location
557-2550

ESTABLISHED LAW FIRM, Town Center, Southfield, requires Secretary with diverse skills primarily for Civil trial workload. Experience considered. Ask for Mr. Vosnis 353-1550

GIRL FRIDAY for Southfield office. Good typing a must. Varied responsibilities. Immediate growth potential. Good salary and benefits. Experience necessary. Call Karen 358-4040

504 Help Wanted Office-Clerical

CLERK TYPIST
Vacation Replacements

Good typists with office experience needed for full time, temporary positions with good salaries. Apply to:

Box 426
OBSERVER & ECCENTRIC
NEWSPAPERS
36251 Schoolcraft,
Livonia, Michigan, 48150

An Equal Opportunity Employer M/F

SECRETARY PLUS

BURGER CHEF SYSTEMS INC. is looking for an exceptional SECRETARY to work in our district office with the real estate and construction managers.

The person we seek will have 1 to 3 years experience and possess excellent typing and shorthand skills. In addition, the successful