502 Help Wanted Dental-Medical

MEDICAL OFFICE Needs part time person for Blue Cross Billing, Medicare & insurances. Must have experience. Southfield Area 559-6005

MEDICAL ASST. full time, at least 1 year medical office experience or training. 553-2900

MEDICAL RECEPTIONIST, experienced, pleasant, hard working, for busy ENT office. No smoking. 478-8616

LAB ASS'T. RECEPTIONIST Full time, typing, filing, record keeping. Lathrup Village, call 9 to 12 Noon. 557-5282

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

NURSE ATTENDANTS, full time fringe benefits. Also part time weekend. Bedford Villa Nursing Home, Southfield. 557-3333

FULL TIME - Medical technologist - ASCP or equivalent - experience in hematology & chemistry for a private manual lab. Alternate 30-40 hour week. Liberal fringe benefits. 852-6887

BECOME AN IMPORTANT part of our young progressive dental practice. Full time assistant, some experience needed. Canton area. 459-5354

DENTAL RECEPTIONIST - office manager, full time. Fringe benefits. Salary open. Experienced only. 11 Mile - Woodward area. 399-4452

DENTAL ASSISTANT
ASSISTING only. Farmington-Orchard Lake area. Call between 9AM-5PM. 851-3787

RN

Full and part time, midnights required for rotation of shifts. Good salary and fringe benefits, excellent working conditions.

APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 16 Mile
Bloomfield Hills

DENTAL TRANSCRIPTIONIST wanted, experienced, part time, afternoons or evenings. 352-7119

DENTAL ASSISTANT-Livonia area. Experienced in 4 handed dentistry. Excellent salary and benefits. Call 522-6033

MEDICAL RECORDS Clerk, must be self starter. Apply Mon-Fri 10AM-3PM at Westlake Convalescent Home, 1480 Walton Blvd near Livernois or Call 651-4472

DENTAL ASSISTANT Full time for Troy office. Experience preferred. Call for interview. 689-9017

BLOOMFIELD - BIRMINGHAM Area - Dental assistant-experience preferred. Will train right girl. No Saturdays or evenings. For appointment. 646-9000

MEDICAL TYPIST needed, part time, 3 days per week. Experience necessary and knowledge of all insurance forms. Excellent wages. Call 425-8078

MEDICAL ASSISTANT. Experienced in X-Ray, EKG, Venepuncture, etc. Full time. 477-2230

MEDICAL ASS'T needed for North Woodward clinic. Must be experienced in EKG, venepuncture & injection 543-2240

MEDICAL ASSISTANT or LPN for family practice, Farmington area, general nursing duties. EKG, injections. 4 to 8 p.m. Mon thru Fri. Occasional ½ day Sat. Salary negotiable. Call for appointment 476-7250

DENTAL RECEPTIONIST
Excellent opportunity to manage competitive, multi-doctor office in Plymouth. Experience preferred. Pleasant work environment. Salary commensurate with ability. 453-8600

FINANCIAL ASSISTANT
PROGRESSIVE dental practice in the Plymouth - Canton area is seeking a person who can handle insurance & accounts receivable. Experience preferred. 4 day week. Exceptional working atmosphere. Please send resume to Box 542, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MEDICAL RECEPTIONIST - Immediate opening. Experienced in insurance billing. Run front desk for Livonia G.P. Call 9:30-11AM only. 474-5401

MEDICAL TRANSCRIPTIONIST
Experienced in medical-medical preferred. Any medical background will be considered. Livonia Area. Ask for Rose for appointment. 591-0440

EXPERIENCED Chairside, six days, no evenings or weekends. Southfield area 557-4488

MEDICAL TYPIST, Monday thru Friday; 1 PM - 5 PM Non-smoker, fitness oriented. Dictaphone experience. Resume: Ruth Lewis, 1515 W Big Beaver Rd., Troy, Mi. 48084

LIMITED
PART TIME
RN'S & LPN'S
Apply in person
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

RN OR LPN - Part time - Oral surgery office Birmingham Area. Call between 10am-4:30pm. 647-7236

SECRETARY - Part time now. Full time later - minimum of 20 WPM. Oral Surgery office. Birmingham Area. Call between 8am-4:30pm. 647-7236

COME JOIN St. Jude's Convalescent Center at 24250 Ann Arbor Trail. Livonia Aides needed for all shifts, good pay & benefits with pleasant surroundings in small facility. Apply in person between 9AM-3PM Monday thru Friday.

WE ARE SEEKING an ambitious and personable DENTAL RECEPTIONIST for our busy Livonia specialist's office. Ideal opportunity for person interested in a long term position in very pleasant surroundings. Apply in person, 31820 Schoolcraft Rd., 1 block West of Merriman. 9 AM to 6PM, Mon. - Fri.

CRNA
Part time and full time or per diem pay. Mal-practice insurance paid for, no OB. Wayne County General Hospital. Contact T. Spatafore, 722-2500, ext 6644

OPHTHALMOLOGIST NEEDS Experienced mature person to assist with patients & contact lenses. Full-time position. Southfield Area. Box 558, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL ASSISTANT wanted for doctor's office in Farmington. Must be able to type & have some experience with Blue Shield. Please send resume with references to Box 538, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CHAIRSIDE Dental Assistant, in Bloomfield Hills office, 4 days, experience helpful, excellent benefits. Call 645-9753

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, Receptionist. Modern progressive office in Westland, 5 day week. 722-5600

DENTAL RECEPTIONIST-Good and for specialty practice Birmingham area. 1 year previous experience in dental office necessary. Excellent benefits. 647-7739

MEDICAL RECEPTIONIST-Experience preferred. Monday, Wednesday, Friday, 8 to 9PM. Knowledge of peg board, appointments, and insurance forms. 544-8810

DENTAL ASSISTANT, FRONT OFFICE,

Enthusiastic, Efficient, Neat individual. Busy professional Rochester office needs take charge assistant for business office. Applicants should have prior experience in appointment control, insurance and dental terminology. Must like personal & telephone contacts with patients. No Evenings or Saturdays. Fringe benefits. For interview, send resume stating experience and educational background to: Box 504, Observer & Eccentric News papers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN-LPN

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

NIGHTINGALE WEST
8355 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RECEPTIONIST
Part Time. Light Typing. Light Bookkeeping. Mature individual for Physical Therapist, Farmington Area. Salary Open. Call for Appointment. 474-5515

60 OR LPN'S, all shifts, full and part time. Apply at Oak Hill Nursing Home 34255 Grand River, Farmington. 477-7373

Ass't. Director Of Nursing RN Southfield Geriatric facility needs assistant director of nursing for 3-11PM shifts. Must be licensed and have supervisory experience. Competitive Salary and Excellent benefits. Contact Ms. Harris between 9AM-5PM. 352-7236

RECEPTIONIST - 2 years medical experience, familiar with Blue Cross, Medicaid, Medicare, must type. Southfield Orthopedic office. 30 Saturdays. 569-2369

MATURE DENTAL Assistant. Telegraph-Ford Rd area. Full time, pleasant surroundings, wages commensurate with previous training. Reply to Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - 1 year experience required, 4 handed dentistry, knowledge front desk required. Southfield 358-0010

NURSE AIDES ORDERLIES

Experienced or will train mature persons for rewarding career in nursing. We require some Aides & Orderlies for summer but are primarily interested in persons seeking permanent positions.

APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams. Rd. Corner 16 Mile

NURSE AIDES
FULL TIME
MIDNIGHTS
Apply In Person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

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

504 Help Wanted Office-Clerical

CLERK TYPIST
ART DEPARTMENT
Permanent position, creative art department. Present location Southfield, but moving soon to Troy.
Requires excellent typing and clerical skills. Experience preferred.
Call 569-5700, Ext. 296, for an interview appointment.
Equal Opportunity Employer M/F

Statistical Typist
TAX DEPARTMENT
Permanent post time, corporate offices of international organization presently headquartered in Southfield but moving soon to Troy.
Requires good typing skills. Some typing and 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

KEYPUNCH

National service corporation has several permanent openings on the afternoon shift.
Will be moving from Southfield to Troy within the next few months.
Requires keypunch working experience.
Call 569-5700, Ext. 240 for an interview appointment.
Equal Opportunity Employer M/F

TYPIST

National service corporation has permanent openings in typing pools from Southfield to Troy within a few months.
Must have the ability to type 50 WPM. Will train on the Data Entry Machine.
Call 569-5700, Ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERK TYPIST
ADVERTISING
Interesting and diversified permanent position available at corporate offices of international service company moving soon to Troy.
Must have the ability to type 50 WPM. Some general office experience required. Opportunity for growth and advancement.
Call 569-5700, Ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

LEGAL SECRETARIES

Experienced legal secretaries needed immediately for temporary assignments in the suburbs & downtown Detroit. We will work around your available days. Full time candidates also needed. Top wages paid. Call.

PERSONNEL AT LAW
358-0060

GENERAL OFFICE

Applicants must possess aptitude for figures and ability to type 60 WPM. Office experience helpful but not essential. For further information contact Personnel Dept.
644-6000
Equal Opportunity Employer M/F

EXPERIENCED LEGAL SECRETARY wanted for a large Southfield law firm. Salary negotiable. Call Joyce at 557-7600

FAST PACED COMPANY seeks a front desk gal, strong typist, some shorthand, capable of handling busy phone. Must like people and enjoy busy schedule. 1 year experience preferred. Good benefits.
THE WHALL CORP.
424-8484

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 1945

SECRETARY $700
Work for department manager of growing Farmington Co. Pleasant surroundings, lots of public contact, type 50, no shorthand needed, full benefits with dental plan. Employer paid fee.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

FIGURE CLERK $700
Challenging position in progressive company with great benefit package for individual with some office experience working with numbers. Typing 45.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SALES RECEPTIONIST $190
Make travel arrangements, plan meetings, handle special accounts for phone for Vice President of Sales. Some previous office experience with public contact preferred. Type 55, employer paid fee, full fringe benefits.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXEC. SECRETARY $12,000
For hospital center offices, attend staff meetings, take minutes and confidential correspondence. Type 50, dictaphone or shorthand and 2 years previous secretarial experience. Full fringe benefits with dental plan.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

PERMANENT POSITION

for bright individual who is good with figures. 8 Mile-Lahser area. Mr. Pearlman. 353-0150

Accounting Clerk

We have an opening for an individual who is ambitious and quick to learn. Must like working with numbers and have typing abilities. Starting salary from $550 per month with regular performance reviews and attractive benefit package. Apply in person or call MR. PASTERNAK at 642-4200 for appointment.
SILHOUETTE AMERICAN
HEALTH SPAS
Southfield, Michigan

502 Help Wanted Dental-Medical

RN'S — LPN'S — ALL SHIFTS

We are an E.C.F. state licensed and accredited by joint commission of hospitals. Our goal is to assure our patients the finest care. Our need is for nurses. To help realize this goal we invite you to visit our facility and see what's being done.

HENDRY CONVALESCENT CENTER
105 HAGGERTY ROAD PLYMOUTH
455-0510

REGISTERED NURSE
PART TIME
ALL SHIFTS

Graduation from an Accredited School of Nursing. Must be licensed to practice in the State of Michigan

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

O&E

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT

Position with rapidly growing Southfield Computer Company. Applicant must have contract administration experience, good typing and communication skills, be well organized, and willing accept challenge and responsibility. Salary based on experience. Excellent benefits. Call for interview.

569-2220, Ext. 202
TYPISTS

If you can type 50, you will have your choice of several excellent positions. Good starting salary, benefits. Free paid. Call now

Permanent Staff 522-4210

EXPERIENCED SECRETARY

For Construction and Management offices. Shorthand, typing, and references required.
Monday - Friday, 9-5. Call: 9-30 -4:30.

626-5595

SECRETARY $10,000+
Excellent opportunity for person with good typing and shorthand ability. Handle correspondence and travel arrangements. Excellent benefits. Company pays agency fee.

PERMANENT STAFF
522-4210

KEY PUNCH OPERATORS

Afternoons shifts only. Experienced on video 3272. Apply in person between 8-10:30 AM or 1-2:30 PM.

K MART ENTERPRISES
3000 W. 14 Mile Rd.
At Coolidge
Royal Oak
An Equal Opportunity Employer

AVAILABLE NOW

Exec. Sec'y to VP	$1600
Exec. Sec'y	$860
Casualty Insurance rate	$800
Secretaries (no shorthand)	$700
Secretaries with shorthand	$750
Keypunch	$750
General Office	$600
Customer service rep.	$650
Clerk Typist	$500

Many other positions available in Sec'y, E.D.P., Accounting.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32969 Hamilton
Farmington Hills 553-3100

RECEPTIONIST-TYPIST
For front desk position. Recent High School grad o.k. Experience preferred. Good typing skills and phone personality important. Excellent working conditions and opportunity for advancement. Call 644-6000
Equal Opportunity Employer M/F

EXPERIENCED LEGAL SECRETARY wanted for a large Southfield law firm. Salary negotiable. Call Joyce at 557-7600

FAST PACED COMPANY seeks a front desk gal, strong typist, some shorthand, capable of handling busy phone. Must like people and enjoy busy schedule. 1 year experience preferred. Good benefits.
THE WHALL CORP.
424-8484

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 1945

SECRETARY $700
Work for department manager of growing Farmington Co. Pleasant surroundings, lots of public contact, type 50, no shorthand needed, full benefits with dental plan. Employer paid fee.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

FIGURE CLERK $700
Challenging position in progressive company with great benefit package for individual with some office experience working with numbers. Typing 45.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SALES RECEPTIONIST $190
Make travel arrangements, plan meetings, handle special accounts for phone for Vice President of Sales. Some previous office experience with public contact preferred. Type 55, employer paid fee, full fringe benefits.

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SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXEC. SECRETARY $12,000
For hospital center offices, attend staff meetings, take minutes and confidential correspondence. Type 50, dictaphone or shorthand and 2 years previous secretarial experience. Full fringe benefits with dental plan.

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SILHOUETTE AMERICAN
HEALTH SPAS
Southfield, Michigan

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

504 Help Wanted Office-Clerical

CLERICAL

Good typist to work in insurance department of national corporation. Knowledge of, or interest in learning corporate insurance and risk management.
Will be moving from Southfield to Troy shortly.
If interested call 569-5700 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

SECRETARY - for Troy PR company. No experience necessary but excellent typing required. Great company has just moved to new offices. Salary $700. Fee paid.

RECEPTIONIST for Southfield law firm. Greet the clients, answer phones, some typing. Salary $650 plus fully paid benefits. Agency fee paid

BLOOMFIELD, property management company seeks bookkeeper able to go thru trial balance, company will pay medical insurance, plus salary of $15K. Fee paid.

LEGAL - secretary for downtown Birmingham firm. Good experience to work for 2 attorneys. Salary $12,000 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. 645-8780

GENERAL OFFICE

Combine secretarial and general office duties at $200 start in Southfield. Professional firm needs your skill in handling projects and people. Call 552-8900

Your Net Boss Pays Our Fee
HARRIET SORGE PERSONNEL

PERSON FRIDAY

Terrific chance in Birmingham to combine your previous experience with the fast paced expansion that from offers $800 to $850 start when you call 649-4144

Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

WE NEED YOU

Rapidly expanding Southfield firm has several immediate full time openings in: PROOFREADER CONTESTS -Good math aptitude necessary, typing minimum 50 wpm.
SALES SECRETARY - Fast accurate typing 60 wpm. Shorthand 80 wpm.
PERSONNEL - Public work, pleasant manner, good voice, typing minimum 50 wpm.
AUDITING - Responsible person with good math aptitude.
LICENSING - detail work, typing 55 wpm accurately, Shorthand helpful.
ACCOUNTING - Bookeeping experience necessary, typing 50 wpm.
Excellent benefits with fast advancement opportunities.
For appointment call

353-3209

TYPIST - SOUTHFIELD CO
For Sales Division 55 wpm accurate typing. Figure aptitude. Light general office background. Starting salary $700 min. Fully paid benefits. 9-5 daily. No agency fee.

EXECUTIVE SECRETARY
For Production Manager of Southfield Construction Co. Strong secretarial background required. Knowledge IBM Memory Typewriter. $12,000 abtolute minimum. Fully paid benefits. No agency fee.

SECY TO CHIEF OF NURSING
SOCIAL SERVICES ETC
DETROIT
Able to remember a conversation, dictaphone experience. $10,500 minimum. Full paid benefits. No agency fee.

SECY TO ADMINISTRATOR OF CLINICAL OPERATIONS
Medical Background required. Secretarial skills, dictaphone, no shorthand. Must be well organized, self-motivated, etc. Salary $12,000 minimum. Fully paid benefits. No agency fee.

ACCTS RECEIVABLE BKKPR
3rd Party Billing Experience
Able to defer into a spec desk. Salary $14,000 minimum range. Full benefits. No agency fee.

RECEP. CLERK-DETROIT
Prefer switchboard experience for 12 receivers. 40 wpm typing, calculator experience. $700 minimum monthly. Full paid benefits including dental, glasses. No agency fee.

STAT-TYPIST-PLEASANT RIDGE
50 wpm typing accurate. Answer phones. Salary rate $3.50-$4.50 per hour. Paid benefits. Agency fee reimbursed after 3 months.

ONE PERSON OFFICE-SFLD
Accurate 60 wpm typing. Dictaphone. Will answer phones. Deal with customer orders. Manufacturer's Rep office. Excellent salary range.

PERSONNEL CLERK-SOUTHFIELD
Payroll-will train on computer. Hours 9-3. $700 minimum. No agency fee.

ACCOUNTS PAYABLE CLERK
DRBRN AREA
Good Figure experience, light accurate typing. Salary negotiable range. Full benefits including COL. No agency fee.

BOOKKEEPING-TROY
Experience required. $700 range, full benefits. No agency fee.

SECRETARY ON TYPIST
FOR SALES MANAGER
7 Mile-Woodward Area. Good figure aptitude. Customers phone-factory. Experience or background. 60 wpm typing. $10,000 range. Full benefits. No agency fees.

ACCOUNTS PAYABLE-NOVI
Good background, light typing, commensurate salary depending on experience. Paid benefits.

GENERAL OFFICE-SOUTHFIELD
Telegraph Road Area PREFER MATURE. 55-60 wpm typing, dictaphone, light figure work. Salary $800 range. Full benefits. No agency fees.

ACCOUNTS RECEIVABLE
CREDIT & COLLECTION
Good typing in 60's. Manufacturing experience. Salary $900 range, full auto benefits. No agency fee.

GENERAL ACCOUNTING CLERK
10 key calculator. Typing 45 wpm. Accurate typing. $700 range. Full benefits. Including dental. No agency fees.

SECY-PERSONNEL DIRECTOR
Royal Oak Manufacturer. Accurate typing. Prefer personnel experience but will train other. Salary $900 minimum. Full benefits. No agency fee.

TYPIST-TROY
Good typing for insert division. International manufacturing firm. Excellent typing. Able to compose letters. $900 range. Full benefits including dental. No agency fee.

BETTY BALL PERSONNEL
424-8470

LEGAL SECRETARY for Senior Partner; shorthand, map card experience preferred, excellent working conditions and good benefits. Ask for Mr. Reagan. 642-6410

KEYPUNCHERS

Immediate temporary / permanent openings in Troy area for Keypunchers. Day, afternoon or evening shift. After 90 days, position becomes permanent. Good pay rates and no fee. Please call 967-0070.

STAFF BUILDERS Temporary Service
20700 Greenfield
New Center Bldg.
8 Mile-Greenfield area

OUTGOING Personality? Must type or able to do General Office work to qualify for this fun job. Call 543-0222

504 Help Wanted Office-Clerical

NEW CAR Biller wanted - familiar with Licensing and Titling of new and used cars. Must have Auto Dealership experience. Contact Ralph Roeper at Stella Buick 531-2000

AUTO BOOKKEEPER
BUICK DEALERSHIP looking for experienced Bookkeeper to assist Office Manager. Must be familiar with all phases G.M. Buick system. Contact Ralph Roeper 531-2000

AVAILABLE NOW

Secretary (exp)	$185 week
Receptionist	$150 week
Typist-Dictaphone Secretary	$150 week
Bank teller (exp)	$140 week
Insurance clk	$135 week
Underwriting clk	$150 week

PLACEMENT PLUS PERSONNEL 358-3250

CLERICAL TRAINEE
Bright clerical trainee with aptitude and light typing for newly created positions in W. suburb, full fringes including dental, fee reimbursed.
Durham Personnel 569-1522

MAIL CLERK

HSG - Excellent opportunities Apply in person 8-10 30 AM or 1 PM - 2:30 PM

K MART ENTERPRISES
3000 W. 14 Mile Rd.
At Coolidge
Royal Oak
An Equal Opportunity Employer

FULL CHARGE Bookkeeper required by medium sized manufacturing company. Located in Redford Twp. Must be able to do general ledger, payroll taxes, etc. Excellent company benefits and pleasant working conditions. Starting salary $12,500 per year depending on fullest confidence to box 598, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER
N. W. Suburb Industrial Distributor. Good working conditions, full benefits. 40 hour week. 537-2305

RECEPTIONIST CLERK for life insurance office in Birmingham Life Insurance experience preferred. Good typing skills necessary. Benefits offered. Pleasant working conditions.
SWITCHBOARD OPERATOR and various duties needed for large Medical/Dental supply company located in Livonia. Must have good telephone voice and manner. Light typing. Good benefits for right person. Please call after 1 pm

Your New Boss Pays Our Fee
591-3500

An Equal Opportunity Employer

GENERAL OFFICE 59500
Major firm in prime spot needs you in their plush office. Lots of typing and public contact to keep you busy here. Call Tina

SNELLING & SNELLING
478-3500

KEYPUNCH OPERATOR

Permanent, full time day position available for Keypunch Operator. Minimum experience required is 6 months on IBM 3742 Data Entry Equipment. Apply at:

Vlasic Foods, Inc.
33200 W 14 Mile Rd
(near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

GENERAL OFFICE - Typing, filing, light bookkeeping helpful. Mel Lipschitz Agency, Ask for Mr. Hoffstutter. 353-5310

Phone Solicitors

Reception & Soliciting
Southfield Office Needs
Experienced Telephone People
Call Mr. Reynolds at

557-7000

BOOKKEEPER of Pontiac area, full charge responsibilities requires some bookkeeping experience. Excellent benefits. $13,000 Fee Paid.

SECRETARY-for Troy land development, requires good typing and shorthand. Previous office experience. $800 Fee Paid

GENERAL OFFICE-for Southfield construction company. Some bookkeeping knowledge plus previous experience. $750 Fee Paid

Accurate Personnel
642-3050 358-2010
Call Our
CAREER HOT LINE
642-4234

CLERK TYPIST $7800
A pleasant phone voice and good typing skills can land you this terrific job with an outstanding company. Call Tina for details.

SNELLING & SNELLING
478-3500

BOOKKEEPER $11,000
Fantastic Blue Chip firm seeks qualified full charge Bookkeeper looking for the right job for life time. Benefits, plus Call Kathleen

SNELLING & SNELLING
478-3500

JR. SECRETARY
Well known firm will train a new grad with fresh skills. Beautiful Southfield offices. Fantastic benefits. Fee paid $750 month. Call Linda Neely.

644-4600
SNELLING & SNELLING
AGENCY

BENEFITS
Super benefits are the bonus offered by the suburban company for typing, general office skills. Pleasant phone manner. $800 a month Call Gina.

644-4600
SNELLING & SNELLING
AGENCY

SECRETARY - no shorthand, type 55 WPM., good figure aptitude. $700 Full paid benefits. Fee Paid.

TRAINEE POSITION - for degreed applicant. Major in Business Administration or related field. Excellent salary, full benefits.

DICTAPHONE OPERATOR - some experience helpful, salary commensurate with experience. Excellent company, full benefits

OFFICE MANAGEMENT - Trainee position open, some college helpful, good salary and benefits

Beryl Personnel
4274 N. Woodward, Royal Oak
576-0270

SUBURBAN OPPORTUNITIES

CLERK TYPIST - $553 Entry level. Will train. 50 WPM accurate typing.
Farmington.
BOOKKEEPER, full charge, $12,000. Experienced thru trial balance. Building/real estate background helpful. Rochester
LEGAL SECRETARY - $225 Typing and shorthand. Benefits. Southfield

EMPLOYERS PAY ALL FEES

SUBURBAN OFFICE SERVICES
ROCHESTER 651-1500
FARMINGTON 477-9840

NO SHORTHAND, $750 PLUS FEE PAID. A flair for organization and good typing is all that's needed for this great job!

RECEPTIONIST TO $800
FEE PAID. Your outgoing personality and good clerical skills are all that's needed here! Lots of variety too!

PLYMOUTH
Nice opportunity with friendly organization! Your typing is a must. Hurry! Nice salary too!

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

PERSONNEL SECRETARY
358-3520

504 Help Wanted Office-Clerical

FEE PAID
Nimble fingers on the keys can be the beginning of a new career in Suburban office Filing, benefits $775 month. Call Gina

644-4600
SNELLING & SNELLING
AGENCY

Assistant Bookkeeper

Stamping plant requires person with manufacturing experience to handle books through trial balance. Will work primarily in accounts receivable, prepaid system used. Must work quickly and accurately. Negotiable wages and excellent fringe package. Call Sorrick Manufacturing, 32900 Dequindre, Warren - Marilyn Grove

RADIO STATION
RECEPTIONIST
Hurry for this choice "people greeter" dream job. Company will train on new switchboard system! All you need is good typing and a smiling personality. To $575 Call Kathy Hobbel now!

353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST
Meet and greet radio and TV personalities. Typing talent necessary. Your personality will shine here! $650 month. Call Linda Neely

644-4600
SNELLING & SNELLING
AGENCY

DR'S OFFICE RECEPT.
Part time, office experience, some typing. Will train 15 to 18 hours weekly. Farmington Road 12 Mile area. Please include recent photo. Reply to Box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

ACCOUNTING - Clerk, good educational background, knowledge of trial balance and some typing. Southfield firm, $800, fee paid

SECRETARY - Southfield, 65 WPM typing, light shorthand, for sales department, good phone ability, $725, fee paid

CLERICAL - position, Birmingham firm, 55 WPM typing, light shorthand, keypunch and switchboard, $700, fee paid

RECEPTIONIST - legal firm, good typing required, $650, fee paid

LOIS RAY PERSONNEL
559-0560

SECRETARY FOR SOUTHFIELD Attorney - 1 year experience minimum. Salary commensurate with ability. Phone Mr Vanhuesen. 559-5650

SUBURBAN ASSOCIATION
Wants personalities plus public contact and phone ability. Immediate openings in Southfield area. Fee paid $760 monthly. Call Sandra.

644-4600
SNELLING & SNELLING
AGENCY

SECRETARY

To Partner in Troy law firm. Excellent benefits.

362-3707
RECEPTIONIST
SECRETARY
Plush suburban apartment complex is seeking your good skills and they will pay the fee $600 plus. Call Joanne Headley today.

353-2090
SNELLING & SNELLING
PERSONNEL

GENERAL clerical work. Typing, filing and phone experience helpful. Apply 9 to 5 Novi Automotive, Inc. 30200 Grand River, Novi - 1 Mile W. of Haggerty

SPORTS ORIENTED
Suburban company needs your pleasant personality. Fun, outgoing personality. Typing, no shorthand. Excellent benefits $800 monthly. Call Sandee

644-4600
SNELLING & SNELLING
AGENCY

CLERK-TYPIST

Interesting and diversified position. Must type 50 WPM accurately and have good figure aptitude. Excellent benefits. Woodward - 13 Mile area. Call Miss Fleming

288-6566
SECRETARY

Accurate person to fill part time secretarial position in our Farmington store office. Call Ms Cowan for interview 478-7788

HADLEY'S

PERSONNEL RECEPT $180
Make travel arrangements, plan meetings, assist in arranging benefit programs, handle workmens compensation cases. Prefer minimum 1 yr previous office experience, type 35. Full benefits and dental program, cost of living & 3 weeks paid vacation. Employer paid fee

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SOUTHFIELD OFFICE looking for bright, hardworking young woman to assist varied office duties. Answer phone, typing, some shorthand helpful. Small friendly part office, ideal working conditions. 5 day work week. Call Mrs Nadon 557-4830

TYPIST GOOD PAY SMALL COMPANY - AFTER 5 PM INTERVIEW AVAILABLE 476-5668

Office Services Clerk

VASIC FOODS, INC has an immediate opening for a conscientious and energetic office services clerk to learn office functions and develop within a growing and progressive food company. Responsibilities include corporate mail handling, typing (50WPM) and filing, switchboard relief and other miscellaneous office duties. Apply at:

Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

FULL TIME SECRETARY, excellent starting wage and fringe benefits. Apply in person. Applicant must be pleasant and outgoing. Great position for High School grad. Christine. 542-5600 ext. 24

RECEPTIONIST

Telephone operator, unflappable, pleasant person to answer telephone for large company. Some clerical work, all benefits, excellent company. Call Miss Fleming

288-6566

INVOICING & Costing person with 2 years experience. Southfield, Schoolcraft area. Call. 559-0284

FULL TIME evening clerk for medical facility. 336-9110

SECRETARY, Troy based development firm looking for a talented career minded individual with exceptional shorthand and typing skills enclosing some accounting background. Excellent opportunity for small person interested in becoming an active participant of management team. Call for an appointment at 362-3600. Address Sisters Heyman Company, 999 W. Big Beaver, Troy, Michigan 48084

TYPIST
Minimum 60wpm. Ability to learn Mag Card Telex. Southfield-10 Mile. Northwestern area. 358-1100

TAX LAWYER needs experienced Legal Secretary. Salary open. Write resume, to Frank H. Dyer, 1000 West University, Meadowbrook Professional Plaza, Rochester, Mi. 48063

SECRETARY/GENERAL OFFICE For major firm in Southfield Send resume to Box 590, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Accounts Payable Clerk

Permanent position available at corporate office of national organization headquartered in Southfield but moving soon to Troy.
Requires good math aptitude and the ability to type, some experience helpful.
Call 569-5700 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL

National service corporation has immediate openings for general clerical work 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 excellent.
If interested call 275-5350 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

BILLING CLERK

Full time position available for conscientious individual prior work experience a must, good salary and excellent fringe benefits.

Exotic Rubber & Plastics
23925 Industrial Park Dr
Farmington
477-2129

SECRETARY
A fifty year old Farmington corporation with offices in Birmingham seeks Secretary - Matrimonial for full time job. Job includes Telephone Answering, typing, filing, developing into sales administration with customer & manufacturer contact and order entry responsibilities. Must be good at mathematics and have good interpersonal skills. Send resume to Box 592, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY with experience - Southfield Geriatric Hospital helpful area. Call 8am-5pm. 569-1600

KEY PUNCH
Also operate computer, sort, burst, and computers. Permanent, full or part time 649-1860, eves. 588-6817

ACTUARY, Recreational Vehicle service oriented company in Wayne. 1 years experience preferred, good wage and benefits. Apply at 34880 Van Born, Wayne

An Equal Opportunity Employer

HIGH School girl wanted to work part time as a receptionist/typist in Southfield office. Pleasant phone voice, 60 WPM, experience not necessary. Call Janet 358-1850

CAN YOU TYPE at least 50 wpm, take dictation do light bookkeeping and handle the telephone for a high spirited group in Southfield? A wonderful opportunity awaits the gal who can fill this bill. Call Mrs Weber at 569-8532

GENERAL Office work, some typing, light bookkeeping, experience in taking orders, business phone personality is required 5 day week, apply in person only, Slater Wallcovering, 3150 Scotten, between Merriman & Middlebelt

CLERK TYPIST - Maturity and experience combined with fast accurate typing and general aptitude are required. Interesting and responsible duties include technical and statistical reports, customer service, misc filing and telephone use. Competitive salary and excellent fringe benefits, including group dental plan. Send resume or apply in person to Brooks & Perkins, Inc. Advanced Structures Division, 12633 Inkster Rd. Livonia

equal opportunity employer M F H

BOOKKEEPER, thru trial bal