Help Wanted

502 Help Wanted Dental-Medical

NURSE AIDES

Immediate opening for experienced nurse aides in home health care & staff relief. Choose your own hours with top pay. Phone

334-9220

MEDICAL PERSONNEL POOL

LAPEER COUNTY Health Department. Nursing Supervisor. Must have B.S.N. and 2 years experience home 517-673-8111 An Equal Opportunity Employer

MEDICAL ASSISTANT EKG, venapuncture, pulmonary functions, experience necessary, no eves or weekends, ask for Pam 971-8050

MEDICAL ASSISTANT, doctor's office. Northwest area 32 hour week. No night. Experience necessary. Call after 10 AM. 828-7800

NURSE AIDES
5 DAY PAID TRAINING CLASS

Immediate openings, full time, all shifts. Apply in person only. No phone inquiries accepted. INTERVIEWS, Monday thru Friday, 10 a.m. - 3 p.m.

DORVIN CONVALESCENT CENTER
29270 Morlock, Livonia
(On Middlebelt, one block South of 8 Mile)

CARING PEOPLE NEEDED

AS AIDES & ORDERLIES
FULL OR PART TIME
ALL SHIFTS AVAILABLE

FREE TRAINING PROGRAM WITH CERTIFICATE CONSIDERATION FOR EXPERIENCE

Baby Sitting Service for Day Shift Only
Employee benefits include Employee Group Insurance, Paid Vacation, Paid Holidays. Applications and Inquiries being taken from 8 AM - 4 PM., Monday thru Friday. Apply in person at

BEVERLY MANOR
CONVALESCENT CENTER
24500 Meadowbrook Rd., Novi

504 Help Wanted Office-Clerical

TYPISTS
PART-TIME

Duties consist of processing advertising copy and general office work. We require accurate typing skills, approximately 50 words per minute, and friendly phone manners. Pleasant working atmosphere. Some evening hours. Call, for interview appointment at 591-2300, Ext. 243.

The Observer & Eccentric Newspapers
An Equal Opportunity Employer

MICHIGAN NATIONAL BANK OF DETROIT

Has opening for

LEGAL SECRETARY

- N. Suburban Location
- 60 wpm typing min.
- 80 wpm Shorthand min.
- Previous experience in the field required.

Excellent salary, benefits and opportunities for advancement.

Qualified applicants please call
967-1088
an equal opportunity employer

KEYPUNCH
Professional Operators
Starting Salary $170 Weekly
with bonus earnings up to an additional $75 weekly
$245 possible
National Co. moving to
Allen Park location
4500 Enterprise Dr. (Uniroyal Bldg.)
Due to continued growth, we have immediate openings for full and part time keypunch operators. You must have a minimum 1 year's experience; service bureau a plus.
In addition to top pay, we offer excellent employee benefits.
Please call our Personnel Representative
Monday, September 11th thru Thursday, September 14th
between 2:00 pm and 6:00 pm ONLY!
842-4200
Personal interviews will be held
Saturday, September 16th at 9:00 am
ADP T.M. Automatic Data Processing
An Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

NURSE AIDES

EXPERIENCED
FULL & PART TIME
All shifts Modern suburban nursing home Good pay and benefits

CAMBRIDGE
NURSING CENTER SOUTH
18200 W. 13 Mile Rd.
Near Southfield 647-6500

DENTAL ASSISTANT needed Southfield Orthodontic office. Experience preferred. 358-5120

RECEPTIONIST - Full time for doctor's office in Pontiac. Experience helpful. Call between 9 AM-5 PM. 334-4535

WANTED, Full Time experienced Office Nurse familiar with insurance forms and able to do injections, Venapunctures, EKGS, & X-rays. 531-5150

502 Help Wanted Dental-Medical

RN'S - LPN'S

Full and part time
Afternoon & Night. Modern suburban nursing home. Join our rehab nursing team, ongoing in-service. Pleasant working conditions, revised pay scale. Apply 10 AM - 3 PM Mon thru Fri.

CAMBRIDGE
NURSING CENTER SOUTH
18200 W. 13 Mile Rd.
near Southfield 647-6500

DENTAL RECEPTIONIST - Just call, you'll like this job.
ORAL SURGERY assistant, will train. Fabulous office, good starting salary.
FARMINGTON PRACTICE needs front desk person who can type. Excellent salary.
Health Care Personnel 398-0030

RESPIRATORY THERAPISTS

A progressive, expanding respiratory therapy department has an immediate opening for an assistant supervisor on the midnight shift. Must be certified or registry eligible.

We also have day and afternoon technician positions available. Salary commensurate with experience. Excellent fringe benefits. Contact Personnel Department.

PONTIAC OSTEOPATHIC HOSPITAL
50 N. Perry St.
Pontiac, Mich. 48058 Phone: 338-7271, ext. 262

EXPERIENCED medical receptionist, capable insurance billing and assisting. 4 day week, ask for Cheri. 355-5880

EXPERIENCED medical assistant - able to assist Dr. Venapuncture, injections, EKG, insurance, peg board and telephone. Southfield area 354-9666

PART TIME CO-ORDINATOR Needed for Health Care Office. Sunday 10am-6pm. Take Calls from your home 2 nights a week. Temporary Health Care Service, 15415 W. 8 Mile, Detroit 835-5400 1-800-482-7590

MEDICAL Receptionist - for West Dearborn Clinic. Full time, one girl office, good hours, references. 561-0902

MEDICAL TRANSCRIPTIONIST Experienced only for busy Livonia doctors clinic. Opportunity to learn other aspects of medical office. Full time, good salary, fringe benefits. 427-3569

DENTAL Receptionist wanted for Bloomfield Hills office, experience preferred 335-4127

MEDICAL RECEPTIONIST Experienced in all types of insurance forms for busy Livonia doctors clinic. Opportunity to learn computer billing. Full time, good salary, fringe benefits. 427-3509

RN for Ophthalmologist's office & surgery. Write qualifications to Box 918 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CHAIRSIDE ASSISTANT Full Time, experience preferred W. Bloomfield Area. 626-7100

NURSE AIDES

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

EARN $2.70 - $2.35 HR.

APPLY NOW
HENDRY
Convalescent Center
653-0510

DESIRE medical assistant, part time, 15-20 hours, no Saturdays. X-ray, EKG, lab experience. 422-7600

LPN
AFTERNOONS
Good Fringe Benefits
WHISPERING WILLOW MANOR
49650 W. Warren
Canton 459-7060

DENTAL ASSISTANT, Chairside. Sharp, pleasant, experienced for busy 2 dentist office. Westland Livonia area. Reply to: Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150 Experienced Receptionists

DENTAL RECEPTIONIST, Pleasant, mature person, willing to learn, for busy progressive 2 dentist office. Westland-Livonia area. Reply to: Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

AVONDALE CONVALESCENT HOME has full time openings on all shifts for Nurses and Experienced Nurse Aids. New salary scale in effect. 651-4122

RECEPTIONIST - full time one surgery office, experience preferred. Birmingham area. 647-7236

LPN
AFTERNOONS
Good Fringe Benefits
WISHING WELL MANOR
520 W. Main
Northville 349-4290

Nurse Aides
FULL TIME
DAYS 7-3, AFTERNOONS, 3-11
Starting Salary $3 Hr.
WASHING WELL MANOR
520 W. Main
Northville 349-4290

DENTAL RECEPTIONIST, immediate position for a personable, experienced woman for a Southfield general dentist. Salary commensurate with experience. 559-2797

Nurse Aides
DAYS, 7-3
Starting Salary $3 Hr.
WHISPERING WILLOW MANOR
49650 W. Warren
Canton 459-7060

DENTAL CHAIRSIDE assistant. Full time, West Dearborn area. Experience preferred. Good benefits. 563-5207

CERTIFIED DENTAL Assistant. Highly trained person for top Job. Southfield general dentist. 4's days. Salary commensurate with skills. 559-2797

DENTAL Technician, crown and bridge waxer for quality oriented crown & bridge lab. Salary open, liberal benefits and vacations. HUNTER CERAMICS 538-1050

LPN or RN Instructor. Apply in person, Medical Training Facility, 55 W. Huron, Pontiac. Or call 338-7550

BUSY WESTLAND Doctor needs an insurance secretary to do billing phone & some front desk work. Experience. Phone 728-1212

502 Help Wanted Dental-Medical

DENTAL ASSISTANT. Experienced. For modern practice Westland area. 422-5560

RNS & LPNS

Immediate openings. Excellent pay and benefits. Baby sitting service available.

FARMINGTON NURSING HOME
30405 Folsom Rd. Farm
477-7400

DENTAL ASSISTANT, Southfield-12 Mile area. Experienced preferred. Will train right reliable girl. Excellent hours. 569-0455

RECEPTIONIST
Large medical office in Livonia, Plymouth area. Salary open. Ask for Mr. Muir Call 464-9500

MEDICAL ASSISTANT part time. Mature individual with experience in EKG, X-Ray, P.P. & injection. 8Mile-Greenfield area. Call 569-5060

MEDICAL ASSISTANT full time. Farmington Hills Cardiologist, experienced, EKG, lab, venapuncture. 553-3220

NURSE AIDES & ORDERLIES

Immediate openings. No experience necessary. Excellent benefits. Baby sitting service available. Call

FARMINGTON NURSING HOME
30405 Folsom Rd. Farm.
477-7400

DENTAL ASSISTANT needed for Northville area. Experienced only need to apply. Four handed dentistry required. References. Call 349-7569

NURSE or Medical Assistant, part time position available in health insurance examination facility. Southfield area. 569-6341

DENTAL ASSISTANT full time experienced preferred, Birmingham area. 642-5000

FULL TIME receptionist for busy Livonia doctors office. Call between 10 and 1PM. 425-0500

BILLING & INSURANCE experience for psychiatrical office Southfield location. Mature. Call Mrs. Thomas after 6pm. 375-9065

MEDICAL ASSISTANT for doctor's office in Livonia. Full time, one girl office, good hours, references. 561-0902

PART TIME 2 or 3 mornings per week. Hours flexible, medical background and bookkeeping skills necessary. Good typing skills. Receptionist and phone work.

ARCADE INC.
17117 W. 9 MILE RD.
SOUTHFIELD, MI.
424-8377

RECEPTIONIST, must be experienced with Pegboard, all insurance, front desk procedures for busy Doctor's office. Monday thru Friday. Southfield. Call Ann. 358-2710

RECEPTIONIST
Ophthalmologist office to supplement front desk staff, fringe benefits. Send Resume to Suite 1, 2700 South Woodward, Bloomfield Hills, Michigan 48013

MEDICAL TECHNOLOGIST - full time A.S.C.P. or equivalent. Experience in hematology and chemistry for private manual laboratory, laboral fringe benefits. 353-6887

EMERGENCY MEDICAL Technician, basic & advanced with certificate. Starting pay $11,700 with benefits. Contact Ron Matthews at 548-6066

DENTAL Technician needed with experience in blue waxing and investing. Beays, call 271-8720 or evenings. 552-2200

TYPIST for busy Troy Dermatologist's office part time. Call 646-1116

DENTAL ASSISTANT Looking for a mature responsible individual that would enjoy working in the Birmingham area in lovely surroundings. No experience necessary. A great opportunity for the right person. Send resume and references to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

HEALTH CARE TRAINING CLASS

Extended care facility in Westland, under new management, wants to train you as a NURSE'S ASSISTANT. No experience necessary. Must enjoy working with people. Training class to begin 9-18-78. Paid while you train. Apply in person at:

Middlebelt-Hope Nursing Center
38410 Cherry Hill, Westland

DENTAL receptionist assistant - excellent opportunity to work in congenial multi staff office in Plymouth, experience preferred, diversified duties, pleasant work environment, salary commensurate with ability. 453-6650

LIVONIA Doctor's office needs person, full or part time, to assist in all types of insurance and peg board 522-7116

R.N. WITH psychiatric experience or knowledge for out-patient mental health clinic in western Wayne County. Salary negotiable. 427-4557

DENTAL ASSISTANT - Excellent Opportunity to work in congenial office in Livonia. Only requirement that she be Bright & Personable to work in a pleasant environment. Salary commensurate with ability. 522-1200

LAB TECH with X-ray knowledge needed for busy Allen Park doctor's Office. Full time. Farmington Hills 851-6655

DENTAL ASSISTANT, experience preferred but willing to train. Full time. Farmington area 553-7828

RN, Full time, midnight Supervisor with strong Supervisory ability. Fringe benefits. Pleasant working conditions. Bedford Villa. 537-3333

NURSE ATTENDANTS and Orderlies. Full time, fringe benefits. Bedford Villa Nursing Home. Southfield. 537-3333

OPTOMETRIC assistant, mature, full time. Includes 4 day Saturday plus evening. Cherryhill/Inkster area. 427-3300

RN'S - LPN'S
DAYS & AFTERNOONS
Apply in person
MEDICOS
RECOVERY CARE CENTER
22255 W. 8 Mile Rd.
3 blks. W. of Inkster
255-6450

NURSING ASSISTANTS
ALL SHIFTS
Will train. Apply in person
MIDDLEBELT NURSING CENTER
19800 Middlebelt Rd., Livonia

502 Help Wanted Dental-Medical

DENTAL ASSISTANT

Career Minded Individual for Progressive Birmingham Office. Must be experienced.
CALL DIANE
642-4484

PART TIME Dental Assistant, experienced preferred. Call Jewell & Wednesday Farmington area 474-2281

In-Service Director

Extensive budget, great benefits. Competitive salary. Apply in person or send resume to:
University Convalescent & Nursing Home
28550 Five Mile Road, Livonia
A Health Savings Services Facility

MEDICAL ASSISTANT
Full or part time, experienced only. Dearborn Hgts area. General practice. 278-1825

DIRECTOR of NURSES
Mature person for a rewarding career in Nursing in the finest JCAH accredited Convalescent Center. Minimum 5 years supervisory experience required. Send resume and salary requirements to PH Box 71, Bloomfield Hills, Michigan 48013

NURSE'S AIDS

All shifts. No experience necessary. Be paid while you train. Training classes now being scheduled. Apply in person only.
University Convalescent & Nursing Home
28550 Five Mile Road, Livonia
A Health Savings Services Facility

FREE CETA CAREER TRAINING FOR LICENSED PRACTICAL NURSE

The City of Livonia CETA Program is seeking participants for CETA Training as a LICENSED PRACTICAL NURSE. The program will begin in October. Tuition and books will be covered by CETA. Applicants must be Livonia residents, unemployed or underemployed for 30 days and high school graduate or GED. Only those interested in a career will be accepted. Preference will be given to qualified applicants according to the rules and regulations of the Department of Labor. Special preference will be given to qualified veterans. Applications must be made at the CETA Office, 15429 Farmington Rd., 2nd floor, no later than 5 Pm. Friday, September 15, 1978. For further information call 522-4859

An Equal Opportunity Agency

DENTAL ASSISTANT endodontic practice, chairside and receptionist, full time. Southfield area. Experienced preferred P.C. benefits. Phone 569-0422

DENTAL ASSISTANT-Receptionist Livonia area. Full time - Saturdays. Many benefits. 261-4110, 261-3240

OPHTHALMOLOGIST NEEDS experienced mature person to handle front desk procedures for busy Doctor's office. Monday thru Friday. Southfield. Call Ann. 358-2710

DENTAL ASSISTANT Receptionist. Full time. Southfield area. Experienced preferred P.C. benefits. Phone 569-0422

DENTAL ASSISTANT-Receptionist Livonia area. Full time - Saturdays. Many benefits. 261-4110, 261-3240

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OPHTHALMOLOGIST NEEDS experienced mature person to handle front desk procedures for busy Doctor's office. Monday thru Friday. Southfield. Call Ann. 358-2710

NURSE AIDES ORDERLIES

Mature persons for rewarding career in Nursing. Experience preferred. Primarily interested in permanent position. Good salary and fringe benefits. Excellent working conditions.

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

DENTAL ASSISTANT, Livonia area, full time position with progressive dental team. Excellent salary and benefits. 532-6013

RN-LPN

Good starting salaries, and good hospital benefits. Afternoon and Midnight shifts. Modern facilities. See Mrs. Ferguson.

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

Nurse Aides
AFTERNOON & MIDNIGHTS
Full time considered. Will train, good benefits. See Ms. Watkins.
NIGHTINGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

PART TIME
MEDICAL TECHNOLOGIST
Livonia Area. Monday thru Thursday 4-8pm, 9am-1pm on Sat. 464-1410

GENERAL SUPERVISOR
A S C P preferred with Min 6 years experience. Pleasant working conditions with liberal fringe benefits. For appointment 271-7171

MEDICAL TECHNOLOGIST
A S C P preferred with 4 years experience. Pleasant working conditions with liberal fringe benefits. For appointment 271-7171

LPN'S
PART TIME
DAYS & EVENINGS
Apply in Person
Marycrest Manor
15415 Middlebelt, Livonia
427-9175

MEDICAL ASSISTANT - for busy Ophthalmologists' office. Full time. N.W. suburbs. Experience helpful. Please reply box 321 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

NURSE AIDES
STUDENTS - Private duty & live-in work available in patients home staff relief. No fee, top wages
TEMPORARY
HEALTH CARE SERVICES
16415 W. 8 Mile
835-5160
Fax 836-0293

ORTHODONTIC Printer Dental Assistants. Modern, progressive office in Birmingham. Excellent salary & working conditions. 647-0696

Registered Nurse

with psychiatric experience desirable. Full & part time for all shifts. Apply

Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

Director of Nursing

for 50 bed voluntary acute care psychiatric hospital. Experience in nursing management including staffing, planning and directing patient care activities. Qualifications will include a BSN or MSN. Please send confidential resume including previous salary history to Box 608 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MENTAL HEALTH WORKERS
ALL SHIFTS
Males preferred
Ardmore Acres Hospital
19810 Farmington, Livonia

MEDICAL ASSISTANT
Ophthalmologist's office, experience beneficial but not necessary. Fringe benefits. Salary commensurate with capabilities. Send resume to Suite 200 N, 2700 N. Woodward, Bloomfield Hills, Mi 48013

RNs - LPNs

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

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

NURSE AIDES

All shifts. No experience necessary. Be paid while you train. Training classes now being scheduled. Apply in person only.
University Convalescent & Nursing Home
28550 Five Mile Road, Livonia
A Health Savings Services Facility

NURSE AIDES
FULL TIME
ALL SHIFTS
Apply in Person
Marycrest Manor
15415 Middlebelt, Livonia
427-9175

RN'S - LPN'S
FULL OR PART TIME
DAYS & 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

SECRETARY

Needed immediately one mature lady to handle Secretary position. Huge work, typing & Gestetner work salary. Mon thru Fri. 10am-3pm. Sat. 10am-3pm. Supervision number. No need not apply. Leadership qualities needed. Call

525-5276

SECRETARY

Public relations director of suburban corp needs your 50WPM Starting salary of $550 with good benefits. Call Jacque at

TLC PERSONNEL
522-4330

TEMPORARY ASSIGNMENTS

Join TLC PERSONNEL Temporary staff by simply calling or stopping by our office. We need your CLERICAL, SECRETARIAL AND BOOKKEEPING for assignments in NORTHWEST, WESTERN, SOUTHEASTERN Metro area, as well as Downtown location. TLC PERSONNEL 8623 N. Wayne Rd., Westland 522-4330

Legal Secretary

Westland farm needs your excellent typing and shorthand skills and legal office experience. Starting salary is $10,000 with good benefits. OUR FEE IS EMPLOYER PAID Call Jacque at

TLC PERSONNEL
522-4330

RECEPTIONIST FOR Dental office in Southfield, pegboard & light bookkeeping knowledge helpful, position available immediately. Salary commensurate with experience. 557-1200

EXPERIENCED LEGAL secretary wanted for three months full time, temporary position. Bloomfield Hills/Lawrence Call 644-8566

VARIETY SPOT

Offers top training and super benefits for dependable Jr. Secretary who enjoys challenge. Call today. $600 a month. Linda Neely

644-4600
SNELLING & SNELLING AGENCY

SECRETARY-for two principal executives in commercial real estate, brokerage and development office. Pleasant, modern hi-rise office in Prudential Town Center. Accurate, 50wpm, dictaphone, phone, light shorthand and bookkeeping. From $200 per week. 355-8700

MATURE GIRL Friday for typing, phone, light bookkeeping, casual atmosphere. Action Media. 964-4600

504 Help Wanted Office-Clerical

CLERK-TYPIST

PART TIME PLUS
Position in personnel department of large retail corporation. Will assist in routine typing, filing and administration of daily personnel procedures. Should have good telephone voice handling inquiries regarding personnel matters. Should have accurate typing skills. Pleasant Atmosphere 16-20 hours per week. Call

CORPORATE PERSONNEL
835-9630 ext. 212
BORMAN'S, INC.

(Farmer Jack Supermarkets)
An Equal Opportunity Employer

SALES SECRETARY
Communications Co.
Lots of customer contact with a friendly suburban firm. No shorthand, just good typing! Hurry for this $600

353-2090
SNELLING & SNELLING PERSONNEL

OFFICE CLERICAL full time hours 8 AM-5 PM. Its Electronics 31441 Schoolcraft, Livonia 525-1335

DIS RECEPTIONIST $200 Weekly Will accept trainee to greet patients, schedule appointments, type letters and handle incoming calls. Type 50, excellent advancement potential, full benefits with dental & cost of living

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SUBURBAN RECEPTIONIST $750
Excellent position with major corporation, book travel arrangements for visiting executives, handle letter typing and incoming calls. Type 50, full benefits including dental plan, cost of living, 2 weeks paid vacation plus 1 week paid Christmas vacation Employer paid fee

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY, $850
Challenging position for individual with 1 to 2 yrs. past office experience. Handle varied duties including some public relations work. Type 65, full benefits including paid dental package, cost of living, plus 1 week Christmas vacation plus 2 weeks paid vacation Company paid fee

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXEC SECY - $11,000
For major suburban corporation. Handle some administrative duties for Vice President, book travel arrangements and conduct company tours for visiting VIPs, minimum 2 yrs. previous Secretarial experience, type 60, complete benefits including dental plan, C.O.L.A. and 3 weeks paid vacation Company paid fee

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SUBURBAN OPPORTUNITIES

ENTRY LEVEL RECEPTIONIST-CLERK TYPIST POSITION To $600 Southfield
WAREHOUSE MAN - $3.75 hour Farmington
CLAIMS CLERK - to $735 Quick learner, phone aptitude Southfield
BANK TRAINEE - Farmington Career opportunity
BOOKKEEPER ASSISTANT - to $750 Light typing Farmington
INSURANCE SECRETARY - Accurate typing, phones, quoting rates Busy Rochester office
SECRETARY $2+$200 Professional attitude Type 60, 5-11 40 Troy
BOOKKEEPER - to $750 Thru trial balance Immediate opening Troy Manufacturing firm

EMPLOYERS PAY ALL FEES
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-8840

LEGAL SECRETARY - Experienced in personal injury litigation, primarily defense, knowledge of filing procedures, must be good Typist Salary open 525-0920

SECRETARY
PART TIME
30 HOUR WEEK

Typing & some shorthand required. Ability to work well with numbers. Call on Tuesday, September 12, 12 noon to 5pm

only

HIT Or MISS
Regional Office
261-1870

SECRETARY

Sharp, experienced secretary needed to work for one high powered executive of national firm. Congenial and pleasant working conditions. Full fringe benefits. Telegraph & 12½ Mile Rd. call 644-9200
Equal Opportunity Employer M F

EMPTY DESK
At suburban company needs you as a Receptionist. Monday - Friday, 8-4:30, some typing, variety of duties. $790 month. Call Gina.

644-4600
SNELLING & SNELLING AGENCY

RECEPTIONIST-TYPIST
wanted for law office. Good typing essential. Call 559-0200

SECRETARY-for Southfield Real Estate firm. Pleasant working condition. Part time-three full days. Hours, 8am-5pm. Must be proficient with light accounting. Must have some accounting background. 522-9270

AUTO BILLER needed, experienced preferred, but not necessary if you are a good typist. Suburban Lincoln Mercury. 425-1300

LEGAL SECRETARY
Some experience, 35 hours per week, flexible hours. Southfield Area. For appointment Call 355-5255

504 Help Wanted Office-Clerical

EXECUTIVE secretary supervisory experience excellent typing and shorthand good spelling, grammar and organizational ability $12,000 fee paid

LEGAL secretary, good typing and experience no shorthand required $11,000 Fee paid

INSTALMENT bill supervisor Strong experience in home improvement $13,000 fee paid

ADVERTISING secretary experienced department. Type good typing, shorthand and experience. $10,000 fee paid

LOIS RAY PERSONNEL
559-0560

BOOKKEEPER
General office payroll some phone work 3 days or part time. Southfield area Call Mr. Van Moer at Miles Tire 557-3220

SUPER JOB $7800
In plush office awaits you. Talk to customers and handle the typing for this young growing company. Call today for details.
SNELLING & SNELLING
478-3500

FULL CHARGE Bookkeeper accounts receivable, original entries books. Send resume to The Office Works, 23333 Woodward, Ferndale 546-7500

BOOKKEEPER with administrative ability for growing CPA firm in Birmingham area. Must be experienced in billings, statistical typing, receivables, time controls, payroll, etc. Business course is helpful - salary open 646-3424

RECEPTIONIST SECRETARY for law firm, Bloomfield Hills. Must be accurate typist familiar with dictaphone & willing to be trained as a legal secretary. Please Call Mrs. Ewalt for interview appointments. 645-9400

Clerk Typist
Mortgage

Full time position is open at our Mortgage Office located on Michigan Ave. & Telegraph, Dearborn. Must type at least 45 WPM accurately. Previous mortgage experience desirable. Call Mortgage Manager for interview at

271-4606
1st Federal Savings of Detroit
An Equal Opportunity Employer

NATIONAL FIRM
Will train on computer terminal if you have good typing and phone skills. Lots of public contact. $800 a month Call Linda Neely

644-4600
SNELLING & SNELLING AGENCY

AN EXPERIENCED statistical typist with good typing skills, office in Southfield. Full time or permanent part time. 559-3242

RECEPTIONIST-TYPIST
Southfield Law office. Minimum wiser. Call Mrs. Robinson between 9-12 noon 968-3050

DOCTORS OFFICE
Front desk and assisting duties with a suburban dentist. Four day week no Saturdays. $600

353-2090
SNELLING & SNELLING PERSONNEL

GENERAL OFFICE $7800
Plush Southfield firm needs your typing and phone skills for this opportunity and many more. With benefits. Call us immediately.
SNELLING & SNELLING
478-3500

BOOKKEEPER - general ledger AR/AP trial balance Southfield area Fee Paid
PLACEMENT PLUS PERSONNEL 559-3220

SECRETARY your typing of 65 wpm and shorthand of 100 can land you the great job. Fee Paid
PLACEMENT PLUS PERSONNEL 559-3220

LEGAL SECRETARY. Plymouth Law office Experience required. Call 453-5682

AVAILABLE NOW -

Secretary Bookeeper	$850
Secretaries	$800
Typists	$750
General Office	$750
Accounts receivables	$850
Receptionist PBX	$600

Many other positions available in the N. E. & N.W. Suburbs.
ALLIS JOHNSON PERSONNEL
Quakerview Plaza 32969 Hamilton Farmington Hills 553-7100

SECRETARY Needed for Southfield location, typing, and shorthand a must, should be a self starter, organized, able to accept and undertake responsibilities. Call Betty. 557-7892

SECRETARIAL POSITION

Small quality office seeks individual with excellent shorthand and typing skills who desires a position with variety. In addition to the usual secretarial tasks, the Job includes challenging variety of other assignments. Excellent working conditions, good benefits. Farmington Hills area 8:30-5 pm.

851-8800

GENERAL OFFICE - 35 hours per week Writing & placing orders, Filing & light typing Knowledge of meat cuts helpful Call between 9am-1pm 222-3311

TYPIST for large Southfield law firm to train on power typewriter. Able to handle responsibilities. Call Barb. 559-5000

BOOKKEEPER to assist in time keeping system in large Southfield Law firm. Responsible conscientious with good typing skills. Call Barb 559-5000

PLEASANT working conditions. Birmingham location near Tel Twelve, diversified duties, insurance rating helpful, hours 9-3:30 to 5 pm. Universal Underwriters Insurance Co Ask for Ginny 642-6013

ATTENTION!

CHALLENGING job for you if you type 50WPM. Beautiful offices, rapid promotions, salary to $650 Full benefits, fee paid. Hurry!
PERMANENT STAFF 353-0505

POSITION OPEN for office work with light accounting. Must have some accounting background. 522-9270

AUTO BILLER needed, experienced preferred, but not necessary if you are a good typist. Suburban Lincoln Mercury. 425-1300

LEGAL SECRETARY
Some experience, 35 hours per week, flexible hours. Southfield Area. For appointment Call 355-5255

504 Help Wanted Office-Clerical

FULL CHARGE BOOKKEEPER
Through financial statements $11,000 Absolute minimum Fully paid benefits. No agency fee.
PURCHASING TYPIST
Typing no shorthand Purchasing department experience preferred Some correspondence $125 absolute minimum Fully paid benefits No agency fee.
ACCOUNTS RECEIVABLE SUPV
Some pay roll computer billing experience NCR Mini range Paid benefits No agency fee.
LEGAL SECY SOUTHFIELD
Mag Card A or similar experience 3 Years legal - Shorthand 100 $12,000 minimum range Fully paid benefits including bonus No agency fee
TYPIST IN PRES OFFICE
$5 WPM Typing or accounting $10,500 range Paid benefits No agency fee.
ACCOUNTING PERSON PONTIAC
A R - A P - G/L Small firm $10,000 absolute minimum Paid benefits No agency fee.
LIBRARY ASSISTANT REPT
RECEIVES
Accurate 10-key typing, filing 2 years college will train on PBX $9,000 range Fully paid benefits No agency fee
TYP. ACCTG DEGREE
Legal experience with CPA firm preferred Free Parking Salary $14,000-$15,000 range to start Fully Paid benefits. No agency fee.
JR DRAFTSPERSON
6 Month experience in detail blueprint reading Salary $800 absolute minimum Fully paid benefits no dental. No agency fee
TYPIST SOUTHFIELD
Beginner accepted 35-40 wpm typing Will learn processing of minutes plus other duties Salary range Fully paid benefits No agency fee.
ACCOUNTS RECEIVABLE
BOOKKEEPER
100 Parts Billing Exp
Able to debug into a mess desk $8,000 minimum range
CREDIT & COLLECTION
Good typing to 60's Manufacturing experience Salary open range Full auto benefits. No agency fee.
GENERAL ACCOUNTING CLERK
10 Key calculator experience Very light typing $700 range Full benefits Including dental No agency fee
CREDIT PERSON MATURE
15 Years minimum experience Dearborn area Customer relations experience Typing ability 2 years college preferred Job Construction industry wholesale credit experience Salary open range Full minimum full benefits No agency fee
CONSTRUCTION BOOKKEEPER
Must have union payroll experience W/ CRT Keypunch computer background Start com memorable with experience full benefits No agency Fee
LEGAL STENO REC'EN
2 Years experience Legal Terminology no shorthand required $12,000 minimum range Paid benefits No agency fee.
BETTY HAMIL PERSONNEL
642-8470

RECEPTIONIST-TYPIST to train on PBX for offices of Large Southfield law firm. Must have a pleasant with young & clerical skills. Phone and telephone personality a must Call Barb 355-5000

TELLER

FULL TIME position is open at our Redford Office located at Grand River and 6 Mile. Applicants must be neat to meet the public and be accurate with figures. Call Manager for interview at

533-6100
1st Federal Savings of Detroit
An Equal Opportunity Employer

KEYPUNCH OPERATOR
Nights Excellent salary and fringe benefits. Must be experienced Livonia area. Call
HYGRADE FOOD PRODUCTS
464-2400, Ext. 236

SECRETARY to Tree Health Inst. Executive Respons. Must have experience plus typing and short hand. Upper position Nice office $800 Fee Paid

RECEPTIONIST for Bloomfield interior design firm requires 60wpm typing. Good advancement Great office $750 Fee Paid

CUSTOMER SERVICE REP for inside sales in Troy Handle entire department Accurate typing - lots of phone problem solving Variety of duties. $650 Fee Paid

Accuracy Personnel
552-3060 356-2020
CALL OUR
CAREER HOT LINE 642-8220

ADMIN. SEC'Y

Bass Real Estate owner needs person to take charge of closing department and handle secretarial duties. Levels Suburban office $10,000 Benefits include 3 weeks vacation after 1 year Your new boss says get her

PERMANENT STAFF 522-4330

BOOKKEEPER FINANCE
Experience preferred but will train right person. Permanent position Interesting duties Excellent work pleasant working conditions Office located near Livonia Mall Starting salary $900 per month plus monthly incentive bonus 591-0047

FIELD REPRESENTATIVE Equal opportunity employer has opening for experienced representative good salary full benefits plus car and expenses.

TRAINEE POSITION for degreed applicant with BA in Business Administration major Excellent salary, car expense reward full benefits.

Best Personnel
4271 N. Woodward Royal Oak
336-0270

LEGAL - executive secretary for Bloomfield firm. No shorthand. Paid medical benefits. Salary $12,000 or better and variety fee paid

SOUTHFIELD - insurance company needs secretary, typed with typing 55 WPM. No shorthand. Salary is $4 hr. And the fee is paid for you

NICE - Troy business near Oakland Mall has immediate opening for mature secretary. Good hours, interesting business, salary $800, fee paid

BOOKKEEPER - for Birmingham company Handle all accounting functions Salary $850, fee paid

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

DIAL A JOB
24 hr. service to hear about most recent openings
646-8780

SECRETARY - for Bookkeeping & general office. Non-medical testing laboratory 422-7471