Help Wanted

502 Help Wanted Dental-Medical

MEDICAL OFFICE RECEPTIONIST near Beaumont. Full time, experienced preferred. 288-1150

MEDICAL RECORDS clerk, part time. Afternoons 1-5PM. Must have knowledge of medical termonology & filing. METRO HOME HEALTH 278-7000

MEDICAL & INSURANCE Billing Clerk. For private practice. Knowledge of Blue Cross- Blue Shield, Medicaid and hospital billing. Some bookkeeping preferred. Full time, salary open. 543-1770

OFFICE NURSE. Full time experienced. Familiar with insurance forms and able to do injections, Vena punctures, EKGS & X-rays. 531-5150

MEDICAL RECEPTIONIST Experienced in typing and pegboard, all insurances, medic terminology essential. Call between 3-1 PM. 352-7150

POSITION available for dental insurance coordinator, experienced, 4 day week, benefits available. 477-2894

NURSES' AIDES

Experience not necessary, be paid while you train, mature responsible applicants desired. Opportunity for advancement.

EARN $2.70-$3.35 HR.

APPLY NOW
HENDRY
CONVALESCENT CENTER
105 Haggerty Plym
455-0510

WE ARE Looking for an ambitious and personable DENTAL RECEPTIONIST for our busy Livonia Specialists office. Ideal opportunity for person interested in a long term position in very pleasant surroundings. Apply in person, 31026 Schoolcraft Rd. (block W. of Merriman. 9 am to 4 pm. Mon. thru. Fri.

CHAIRSIDE DENTAL ASSISTANT Experienced, outgoing, attractive, person desired for Birmingham Office. Salary commensurate with ability. Send Resume & references:- Box 38 (Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia Michigan 48150

MEDICAL RECEPTIONIST, experience in insurance, telephone, peg board, typing & eager to work. Southfield area. 354-0365

LAB TECH ASCP, needed part time in N.W. Detroit area, for women's clinic. Send Resume to PO Box 205, Farmington, Mi. 48024

NURSES - RN'S, LPN'S needed, part time, day shift, afternoon shift, midnight shift, apply at Oak Hill Nursing Home, 34225 Grand River, Farmington. 477-7272

502 Help Wanted Dental-Medical

CHAIRSIDE DENTAL ASSISTANT

EXPERIENCED ONLY
Blue Cross - Pension Plan
Profit Sharing - Life Ins.
Uniform Allowance

968-5540

DENTAL ASSISTANT - for Southfield dental office, send resume including experience, salary desired, etc. to Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Lab Technologists
(MLSCP) Experienced
Positions available in Department of Laboratory Medicine, now reorganizing. Apply:
Personnel Department
Brent General Hospital
341-5300

NURSE AIDES needed, all shifts, full and part time, apply at Oak Hill Nursing Home, 34225 Grand River, Farmington. 477-7272

DENTAL ASSISTANT -experienced chairside assistant, handle phone, appointments, pegboard bookkeeping. Good typist. Salary $800 monthly. Call after 7. 569-8215

Nurses Aides

Experienced or will train mature persons to work in a modern full 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

MEDICAL ASSISTANT
Doctor's office, Northwest area. 32 hour week. No Nights. Experience necessary. Call after 10am. 476-8780

Nurse Aides

DAYS, 7-3
Starting salary $3 Hr.
WHISPERING WILLOW MANOR
/ 49650 W. rWarren
Canton 459-7060

RN DAYS

WISHING WELL MANOR
520 W. Main
Northville 349-4290

502 Help Wanted Dental-Medical

NURSES

RN46 & LPN'S. Let us show you the best of both worlds with our full time program.
WE PROVIDE

Guaranteed full time employment.
•Excellent Wages
•Enjoy paid benefits
•Health Insurance
•Your Uniform Allowance
•Vacations
•In-Service Education.
•Time & ½ Holidays
•Mileage
•Free Life Insurance
•Bonding
•Unemployment compensation

MEDICAL
PERSONNEL POOL
Bloomfield-Pontiac
334-9229
Southfield
569-1950

LPN

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

LPN

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

Nurse Aidesr

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

NURSE AIDES & ORDERLIES

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

FARMINGTON NURSING
HOME
30605 Folsom Rd. Farm.
477-7400

RN'S - LPN'S

DAYS & AFTERNOONS
Apply in person
MEDICOS
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Inkster
255-6450

RN-LPN

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

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

Nurse Aides

MIDNIGHTS
Full time considered. Will train, good benefits. See Mrs. Watkins

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 with regular advancement, full benefits including paid 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

502 Help Wanted Dental-Medical

AIDES & ORDERLIES

Immediate openings, all shifts, full and part time. Highest pay in the area. Free training program with certificate upon completion. Consideration for experience. Babysitting service available during day shift. Good benefit package. Apply in person. Mon.-Fri., 9-5 P.M.

BEVERLY MANOR
CONVALESCENT CENTER
24500 Meadowbrook Rd., Novi

HEAD NURSE EMERGENCY DEPT.

We have a full time opening for someone with a minimum of 2 years experience in Emergency Nursing with BSN or equivalent experience. Supervisory experience necessary, preferably in Emergency Nursing. This position has 24 hour accountability for the leadership and guidance of the Emergency Center Nursing Staff. You will also participate in planning, implementing, and identification of needs and services with the medical personnel and staff of the E.C. You will also be involved in the staff development and education of nursing and pre-hospital care personnel. Excellent salary and fringe benefit package including Major Medical and Dental Insurance. Apply Personnel Department, Administrative Services Building

WILLIAM BEAUMONT HOSPITAL
3601 W. 13 Mile Rd., Royal Oak, Mich.
An Equal Opportunity Employer M/F

RN
FULL or PART TIME
AFTERNOON SHIFT

Great salary and benefits. Start $49 per shift. Increase after 60 days. Educational benefits at local colleges and Universities of your choice. Health Care package, Pension Fund, plus many other great benefits. Apply in person or call for appointment. Mr. Spiro
427-8270

UNIVERSITY CONVALESCENT
&
NURSING CENTER
28550 Five Mile, Livonia
(Located between Inkster and Middlebelt Roads)
An Equal Opportunity Employer M/F
A Health Saving Services Facility

NURSE AIDES ORDERLIES

Immediate Openings

Full or Part Time, All shifts. Experienced, or Will Train.

- Paid During training period.
- Paid Blue Cross.
- Paid Life Insurance.
- Paid Vacations.
- Paid Sick Days.
- Paid Holidays.

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

502 Help Wanted Dental-Medical

NURSE AIDS

Training classes beginning Monday, October 2. No experience necessary. Be paid while you train. Mature, responsible applicants desired. Apply in person, only

UNIVERSITY CONVALESCENT
&
NURSING CENTER
A Health Savings Services Facility

28550 Five Mile, Livonia
(Located between Inkster and Middlebelt Roads)
An Equal Opportunity Employer M/F

NURSE AIDS
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)

DIRECTOR OF NURSING

State facility for developmental disabilities. Background in MR-DD. M.A. Salary in mid $20's.

Call 453-1500, Ext. 230
Or send resume to:
PLYMOUTH CENTER
FOR HUMAN DEVELOPMENT
15480 Sheldon Rd., Northville, Michigan 48167
Personnel Department

502 Help Wanted Dental-Medical

Registered Nurse

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

Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

LPN'S

PART TIME
DAYS & EVENINGS
Apply in Person

Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES

FULL TIME
ALL SHIFTS
Apply In Person

Marycrest Manor
15475 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

GENERAL OFFICE, full time, no Saturdays. Southfield area. Call for appointment, D. Boyle 353-1811

INSURANCE AGENCY
Troy-Full time
If you want to learn the insurance business & have some insurance experience, we will train you to handle fire & homeowners. Mc-Kurth 649-6606

Keypunch Operator

Pleasant A Southfield location. One year 5496 or comparable experience a plus. Salary commensurate with experience, good fringes. Call Greg Faubert between 8:30 AM-5 PM.

353-7414

LEGAL SECRETARY, personal-injury-litigation, experience, primarily defense, filing procedure knowledge, salary open 335-0505

SECRETARY - DICTAPHONE
Legal. Prefer patent experience for major suburban firm. $11,400 plus full fringes.
Durham Personnel 569-1525

AVAILABLE NOW

Loss control ins.	$12,500
Receivables Appr.	$10,400
Jr.	$9,400
Sec'y (Adv - no shorthand)	$8,400
Typist (beginner)	$8,000

Partial listing only; all fees paid
PLACEMENT PLUS PERSONNEL 358-3250

CREDIT CORRESPONDENT
Accounts receivable and collection experience needed for major suburban manufacturing firm, light typing, fee paid. To $900 a month.
Durham Personnel 569-1525

SECRETARIAL, General office, typing required, full time, pleasant working conditions. 534-1220

ACCOUNTS PAYABLE
A permanent full time position for mature woman who is good with figures to work in accounts payable dept. in large retail chain, located 8 Mile-Lahser area. Mrs. Meadows 352-8160

504 Help Wanted Office-Clerical

KEY PUNCH, Sterling Heights. $10,400 to start, afternoon shift. Fee paid. Monroch Personnel 773-5900

FIGURE CLERK

Good Math & Accurate Typing Skills required
Call For Interview
MICHIGAN LIFE
Insurance Company
25107 TELEGRAPH
Southfield
An Equal Opportunity Employer

WANTED: Secretary/Assistant to marketing manager who can coordinate sales responses and develop advertising and promo materials opportunity for imaginative, creative person who likes diversified responsibilities in a medium sized manufacturing company. Livonia location. Some experience required. $850 starting. Please submit resume to Vinyl-Tab Industries, 583 E. Drayton, Ferndale, Michigan, 48220. Attn: Mr. Evans

RECEPTIONIST

Client contact in VIP Co., with advertising group looking for personable front desk receptionist. $150-$175 start Now! Call 542-8900

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

SECRETARY

Join this personnel group with responsibility for coordinating staff movements. No shorthand spd starts $110-$145 in Birmingham. Call 649-6144

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

RECEPTIONIST

New Farmington office needs receptionist with good typing and light bookeeping experience. Good salary & benefits. Call Jacque at

ILC 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 SOUTHFIELD, WESTERN SUBURBAN Metro area, as well as Downtown location

TLC PERSONNEL
8623 N. Wayne Rd. Westland
522-4330

RECEPTIONIST GENERAL OFFICE

Mature, experienced person with telephone skills and typing ability. Excellent working conditions and benefits. Salary open

478-1200

PART TIME girl needed 5 days, 4½ hours a day, filing only Call 547-1844

INSURANCE
Reliance Insurance Co. A multi-line insurance company located in Troy has openings for:
PREMIUM AUDIT PROCESSOR
Seeking candidate with 1-3 years premium audit processor experience or will train experienced casualty rater to premium audit processor position.
TYPISTS. Seeking high school graduate with 50-60WPM typing skills for policy typing department. Pleasant working conditions, competitive salary & benefit programs. Contact John McLaughlin 649-4300
An Equal Opportunity Employer

SECRETARY - chief finance office Birmingham company, good typing, bookkeeping and communication skills. Light shorthand helpful. $750, fee paid.

EXECUTIVE - secretary, Birmingham, good typing, some Shorthand, figure work, ability to work with people. $825

CLERK - Typist, purchasing dept. Birmingham company. 55 WPM typing, some work experience, benefits. $650, fee paid.

LEGAL - secretary, suburban firm, no legal skills, experience. $975, fee paid.

LOIS RAY
PERSONNEL
559-0560

MEDICAL SECY $12,000
To handle pediatric, psychiatric department. Greet & book patients. Type correspondence, shorthand is helpful but not necessary. Prefer some medical terminology but will consider individual with minimum 2 yrs Secretarial experience. No agency fee. Excellent benefits Full benefits with dental plan.
352-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY - to accounting manager of large Troy company, no shorthand required but good accounting background preferred. Salary $563 plus full benefits and fee paid.

PONTIAC - company needs accounts payable assistant. Diversified duties, salary $600 or better plus benefits and fee paid.

SECRETARY - for executive suite of Troy financial company. Average skills only. Outstanding benefits. Salary $780 to start, fee paid.

ADAMS
&
MARTIN
PERSONNEL
920 E Maple BIRMINGHAM
646-5600

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

AVAILABLE NOW

Stenographer	$1150
Legal Secretary	$880
Secretaries (no shorthand)	$800
Secretary (Shorthand)	$800
Typists	$800
Insurance Rater Trainee	$780
Keypunch	$780
Bookkeeper (Secretary)	$760
Clerk Typists	$740
Figure Clerk	$650

Many other positions available in the N. E. & N. W. Suburbs
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 23963 Hamilton
Farmington Hills 553-3100

EXPERIENCED receptionist typist, for busy office of industrial distributor, Royal Oak, near I-75, excellent benefits. 399-5400

SUBURBAN CLERK TYPIST $160
North suburban area, handle typing & varied clerical duties for large corporation. Type 45. Will accept trainee with no previous experience. Full benefits with dental & employer paid fee.
352-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY, part time afternoons, for Livonia real estate office. Typing, filing, phone. Ask for Dick or Mike 464-9600

BOOKKEEPER

Experienced Bookkeeper to be responsible for complete set of books. 3-5 years experience in retail branch bookkeeping. Excellent salary and benefits. Call 592-6200, Ext. 350.

Equal Opportunity Employer M/F

SUBURBAN RECEPTIONIST $775
For corporate headquarters of national company located in Birmingham, meets clients, assist with some purchasing, full benefit package including dental, profit sharing & company paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

TYPIST

Speed and accuracy required to work in Quotation & Sales Dept. Good salary and benefits. Apply

H R Krueger
MACHINE TOOL INC.
31506 Grand River
Farmington
477-8400

Mortgage Processor

Well established real estate office in Old Redford (7 Mile, Telegraph), with high volume sales. Must be familiar with FHA, VA mortgages and closing statements. Salary commensurate with experience. Durso & Associates Inc. 255-2212

TYPIST - good typing and spelling for advertising publication, varied duties. Opportunity to learn photo developing. Will train. Livonia area. Must have own transportation. Call: Betsy. 261-8300

SECRETARY
REAL ESTATE

WE have an immediate opening at our regional headquarters in Birmingham for a SECRETARY. Applicants should have minimum of 1 year of office experience and the ability to type at least 50 WPM. Shorthand required.
This position offers a competitive salary, excellent benefits and an attractive work environment. Call:

645-1796
Equal Opportunity Employer M/F

CLERK TYPIST
Farmington Hills company desires day or evening clerical personnel. Call for appointment. 477-6668

CLERK-TYPIST
We have an immediate opening for a clerk-typist at our world headquarters, located in Southfield. This position requires 6 months-1 year experience, typing (40WPM), good math aptitude, the ability to perform detailed work, and operation of a 10-key calculator. This position offers a competitive salary, excellent fringe benefits, & opportunities for growth & development. Interested applicants should call 354-8956 between 8am-11am to arrange for an interview. FEDERAL - MOGUL CORP., 26555 Northwestern Hwy., Southfield, Mich. 48076
An Equal Opportunity Employer

ACCOUNTING CLERK
We have an immediate opening for an accounting clerk at our world headquarters, located in Southfield. This position requires 6 months-1 year experience, light typing (30-40WPM), and the ability to operate a 10-key calculator. This position offers a competitive salary, excellent fringe benefits, & opportunities for growth & development. Interested applicants should call 354-8956 between 8am-11am to arrange for an interview. FEDERAL - MOGUL CORP., 26555 Northwestern Hwy., Southfield, Mich. 48076
An Equal Opportunity Employer

SCHOOL SECRETARY
Good typing skills, shorthand preferred. Must enjoy working with people, pleasant phone manner. School located in Dearborn Heights. Apply Northwest Public Schools, 303 W. Main, Northville.

SECRETARY-LIVONIA
Excellent typing-shorthand. Brilliant - grooming etc. $225 absolute minimum range. Fully paid benefits. No agency fees.
TYPIST IN PRES OFFICE
Excellent typing-grooming. $10,400. Paid benefits. No agency fees.
STENO PERSONNEL DEPT.
REN CEN
Excellent typing, light shorthand or dic $11,500 minimum range, fully paid benefits including many bonuses. No agency fee.
CREDIT CORRESPONDENT
Public Relations experience preferred. DEARBORN LOCATION. Will handle multiple officers. Inter-office communicant. Excellent follow-through type person. $850 monthly $1050 to start. Fully paid benefits. No agency fee.
SEC'Y PRESIDENTS OFFICE
PONTIAC
Mature preferred, congenial. Excellent typing light shorthand, some detailed work. Hours 8-4 1 hour for lunch. $800 range to start. Paid benefits including bonus profit sharing. No agency fee.
CONSTRUCTION BOOKKEEPER
SECY
Must have construction background, construction bookkeeping, busy hectic office. Salary $12,000 minimum range, paid benefits, no agency fee.
4 YR ACCT DEGREE
Light experience with CPA Firm preferred. Troy location. Salary $14,000-$15,000 range to start. Fully paid benefits. No agency fee.
CREDIT & COLLECTION
Good typing in 40's. Manufacturing experience. Salary $900 range. Full paid benefits. No agency fee.
CONSTRUCTION BOOKKEEPER
Must have union payroll experience, also EEO Affirmative compliance background. Salary commensurate with experience.full benefits. No Agency fee.
LEGAL SECY-REN CEN
2 Yrs experience legal. 70 typing, no shorthand required. $12,000 minimum range. Paid benefits. No agency fees.
ACCOUNTS RECEIVABLE
ROYAL OAK
45-50 minimum typing. NCR or other machine experience or knowledge. Also payable accounts Payable Person. $650 Minimum range. Fully Paid benefits. No Agency Fees.
CLERICAL - OAK PARK
30-40 typing, posting, type bookkeeping background. $650-$750 minimum. Full benefits including dental. No agency fee.
KEYPUNCH-NW DETROIT
2 Years experience. Will train on computer. $750 range. Excellent benefits. Master Medical. No agency fee.
SECY - METRO AIRPORT
Lateral, typing-dictaphone. Very diversified duties. Salary $800-$1,000 to start. Paid benefits. No agency fees.
ASSISTANT BOOKKEEPER
FERNDALE
Good accounting background familiar with taxes. Light typing. $11,000 minimum range. Paid Benefits. No agency fees.
BETTY HAMIL PERSONNEL
424-8470

SECRETARY, professional career position with growth oriented Southfield CPA. Diversified duties include typing ability. Send resume to Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

FALL
Into this golden opportunity and SPRING to life in new challenging career using your typing, and clerical skills. $825 a month. Call Gina.
644-4600
SNELLING & SNELLING
AGENCY

RECEPTIONIST
For medical employment office. Greet public, type, telephone, work. Call Dawn Smith Medical Employment 557-7220.

PURCHASING ASSISTANT
International automotive firm pays the fee for your good typing. Challenging position offers room to advance. $11,000 Call Joanne now!
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST
Beautiful surroundings and famous clientele awaits your bubbly personality and typing skills. Fast hire. $725 month. Call Linda Neeley.
644-4600
SNELLING & SNELLING
AGENCY

SECRETARY $7,000 PLUS
Your mornings will whiz by as they are filled with dictation and typing, then shop on your lunch hour at the near by Mall.
SNELLING & SNELLING
478-3500

DENTAL OFFICE MANAGER
Mature responsible person able to communicate with people. Typing and general dental experience preferred. But will consider other experience. Ask for Mary 532-3062

BOOKKEEPER - Full charge for challenging position with established residential construction company. 352-1010

PAYROLL CLERK
Experienced with computerized payroll preferred. Good salary. Excellent benefits & working conditions. Call Mrs. Janos, Birmingham Public Schools. 644-9200 ext. 297

TYPIST - experienced, full time. Leader Dogs for the blind, Rochester 651-9011 ext. 22

BRIGHT BEGINNER
Your career starts here Plush office, great boss, super benefits. Typing necessary. Flush $600 month. Call Linda Neeley.
644-4600
SNELLING & SNELLING
AGENCY

Secretary

Rapidly expanding Mfg. firm in Mt. Clemens area seeks Secretary for one girl office to assume diverse responsibilities. Outstanding opportunity for aggressive and poised person with experience in light bookkeeping and secretarial duties. Good starting salary and benefits. Send resume and work history in complete confidence to Mr. Hulse, P. O. Box 431, Southfield, Mich. 48037. Plante & Moran, CPA Firm, recruiting for An Equal Opportunity Employer.

CLIENT CONTACT SECRETARY
FEE PAID
Like the arts?! Work with program Manager in active and interesting position. $700 to $915 Benefits. Call Kyle Fox today.
353-2090
SNELLING & SNELLING
PERSONNEL

TYPIST
PART TIME

For Editorial Department of this newspaper. 16 hours per week, 60 wpm. required. Call Margaret Miller.
591-2300, Ext. 302
An Equal Opportunity Employer

BRIGHT SMILE?
Plush Suburban office has immediate opening for person with good figure aptitude and typing of 45 wpm, $585 to start. Excellent benefits.
PERMANENT STAFF
522-4210

TELLERS

NO SATURDAYS

Two part time positions available in pleasant suburban location at South Boulevard & Opdyke Rds. Position requires good math aptitude, 1 year plus cashier experience & available transportation. 3 week training program in downtown office required. Part time hours are: Mon. 9 AM 5:30 PM and Fri., 9 AM - 7:30 PM.

PLEASE APPLY
Wed., Oct 4th bet. 4 PM - 5 PM
City National
Bank
1655 Opdyke
Bloomfield Hills
Equal Opportunity Employer M/F

SECRETARY-for Bloomfield Hills advertising firm, type 40wpm, shorthand a plus and Bookkeeping up thru to Trial Balance. $866. Fee Paid.

SECRETARY-for manufacturer's representative in Bloomfield Hills. Typing & shorthand required plus office experience Very plush atmosphere. $900 month. Fee Paid.

RECEPTIONIST-for Bloomfield Hills. Type 55wpm plus general office duties $650 Fee Paid.

Open Saturdays 9am-12 noon
Accuracy
Personnel
642-3050 358-3010
CALL OUR
CAREER HOT LINE
642-4326

GENERAL OFFICE. Expansion has created several openings for clerical office personnel. Excellent benefits and rapid advancement Opportunities. Typing required. Shorthand a plus. Southfield area. Call for appointment. 353-3209

OFFICE WORKER for large apartment complex in Plymouth area. Pleasant, enthusiastic personality, some typing required. Excellent growth potential. Call Donna between 12 and 6 Pm. 455-2424

BLOOMFIELD HILLS advertising Agency. Secretary-Bookkeeper, excellent memory and experience necessary. Call 334-9033

504 Help Wanted Office-Clerical

ORDER CLERK

VLASIC FOODS has an immediate opening for an Order Clerk for taking telephone orders from brokers and customers.
Requirements include having a pleasant telephone voice and proficiency on a 10 key adding machine. Order desk experience helpful but not mandatory. Apply at:

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

KEY PUNCH OPERATORS

National service corporation has several openings for experienced DATA ENTRY OPERATORS for both day and afternoon shifts
We offer good pay and fringe benefits.
If interested please call 362-4444 ext 296 for an interview appointment
Equal Opportunity Employer M/F

LEGAL SECRETARY

TRANSAMERICA INSURANCE is looking for a full or part time LEGAL SECRETARY to work in our Southfield branch office. Good company benefits, salary based on experience. Please call: CAROL SELLECK 353-3500 for an appointment.
An Equal Opportunity Employer

SUBURBAN OPPORTUNITIES

UNDERWRITER - RATER - Home owners insurance. Southfield
CLERK-TYPIST - $600, entry level. 55-60 WPM. Southfield
SECRETARY - to $700 2 years experience, shorthand and typing. Prestige Southfield firm
DATA ENTRY - $570 plus benefits. CRT, phones, typing, new Troy office
KEY PUNCHERS - $460 IBM 029, experience, accounting department. Rochester
RECEPTIONIST - to $550 50 WPM. Advertising firm, Bloomfield Hills
ACCOUNTS PAYABLE CLERK - $550 Construction firm needs accurate typing. Rochester
SECRETARY - to $700. Bookkeeping, typing and managerial skills. For president of advertising firm Bloomfield Hills
EMPLOYERS PAY ALL FEES
Suburban
Office Servies
ROCHESTER 651-1500
FARMINGTON 477-9540

LEGAL SECRETARY wanted for Southfield law firm. Salary commensurate with experience. 559-4310

SECRETARY/FILING CLERK
Permanent position, good benefits. Telegraph-12 Mile area 353-5870

BOOKKEEPER FAMILIAR with all phases of bookkeeping. Good bookkeeping helpful. Part time Call for appointment Uhra Jewelers, Royal Oak. 288-5910

SECRETARY
BILINGUAL (SPANISH)
EXPORT SALES DEPT.
Position available for person with good office & language skills. Call Joanne, Southfield. 352-8028

COMPUTER OPERATOR

ALBIN INDUSTRIES
24288 Holmes Circle
Farmington
is seeking an experienced Computer Operator with some bookkeeping experience or understanding. Operate Nixdorf 8870 Mini Computer Invoicing system. Call Mon. thru Fri., 3 to 5 PM.

478-3521
An Equal Opportunity Employer

BEGIN TODAY
Your skills and your smile build your future. Typing, public relations ability, 9-5 Mon. - Fri., $600. Call Sandee.
644-4600
SNELLING & SNELLING
AGENCY

ENOUGH IDLENESS
You are needed and wanted to fill the position at this suburban office Typing and self-motivation a must. $8,600. Call Sandee.
644-4600
SNELLING & SNELLING
AGENCY

TYPIST TO $800
FEE PAID. Excellent opportunity with nationwide firm. All that's needed is your good typing.
BOOKKEEPER TRAINEE
Friendly company needs experience or training in Bookkeeping procedures.

LEGAL
Great chance to learn an exciting field, sure attorney will train. Hurry!

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

IMMEDIATE OPENING for an experienced clerical typist in the Livonia area. Job responsibilities primarily: typing shippers, filing, and answering telephone. Outstanding benefits and chance to grow with company. Send resume in confidence to: P.O. Box 2804, Livonia, Michigan, 48150

GENERAL OFFICE, 1 girl office, starting salary, $4 per hour. 642-0777

WORD PROCESSING
Person needed to work in Word Processing Department. Knowledge of dictation equipment a definite plus. Typing minimum 60 WPM, excellent benefit package. Southfield area. For appointment call 353-3209

504 Help Wanted Office-Clerical

RECEPTIONIST-CLERICAL

Progressive distributor now accepting applications for experienced persons only
Excellent salary - bonus, insurance, vacation and other benefits. Send resume or apply in person only
J. F. MARINO,
Exotic Rubber
& Plastics
P.O. Box 200
22935 Industrial Park Dr
Farmington Hills, Mich 48024

RECEPTIONIST/ BOOKKEEPER Small mental health clinic. Light bookkeeping & insurance billing desired. Downtown Birmingham 9AM-4PM Call Laurie. 647-0400

FARMINGTON firm seeking secretary - phone receptionist to do light typing and other clerical work Call 10-4 weekdays 474-5663

SECRETARY WANTED for Farmington Construction Company. General Office, dictaphone experience preferred. Between 8 & 5PM, Monday thru Friday. 851-0700

MEDICAL-LEGAL Correspondent in Medical Records Dept. Salary 206 for an interview appointment 341-5300, Ext. 220

A BANK SECRETARY
8171, WK. Spots available. Fee Paid by Employer for persons with Typing & Shorthand, previous experience not necessary. Employment Center 569-1825

LEGAL SECRETARY, some experience, labor, civil and general law. Good typist, dictaphone. Salary commensurate with experience Mrs. Norman 424-8000

SECRETARY-Del Monte Sales Co. Immediate opening must be good typist and take Shorthand. Familiar with Pizza a plus. Oak Park area. Full benefits. Call 968-4111
Equal Opportunity Employer M/F

Office Manager /Sales Secretary

Vastly expanded suburban corporation is seeking a highly motivated individual for front office position. Top pay and benefits. Contact the Personnel Dept. daily from 9 AM to 4 PM

478-5020
An Equal Opportunity Employer

TEMPORARY NO FEE

SECRETARIES
STENOS
DICTA TYPISTS
SR. TYPISTS

Get the best assignments in town at the highest rate of pay. We respect your needs and interests and will put you to work when and where you prefer. I easy phone call will give you all the information you want.

478-8350
OFFICE
PERSONNEL POOL

STATISTICAL TYPIST, some working knowledge. Pleasant Light office. Good salary and benefits. Troy location 362-1166

General Office

Typing, filing, miscellaneous office procedures. Must be good with figures. Benefits. Livonia area. Call between 9 AM and 4 PM.

522-0540
An Equal Opportunity Employer

EXECUTIVE SECRETARY Permanent part time. Southfield area. Challenging position. Interface secretary serving top executive. Call for appt 557-3757

SECRETARY

Interesting job opportunity for individual who has had previous experience in secretarial work, good typing & shorthand skills

Competitive salary structure, regular salary reviews, excellent benefit program. Employee discount and Free Parking.

To explore further, call Mrs. Perry, 833-6906

Winkelman's
Equal Opportunity Employer M/F

ATTRACTIVE Mature lady for Receptionist-General Clerk. Good phone personality. full time. Call 10AM-6PM. 542-6006

Accounting Clerk

Advance Mortgage Corp., located in Southfield, has an immediate opening for an Accounting Clerk in our Mode Home Division. A strong knowledge of basic accounting principles and procedures is necessary. The successful candidate will be fast & accurate with a 10-key calculator to run Balance Jaques, assemble cash deposits, make on-line computer entries & adjustments to customer accounts. For further information phone Mrs. Snyder at: 424-2245
Equal Opportunity Employer M/F

FIGURE FLAIR CLERK
Start a promising future with your accounts receivable background and typing skills in Troy area. To $8,600. Fee paid.
PERMANENT STAFF
524-1750

SECRETARY/TYPIST for Southfield architectural firm, full time, fringe benefits 352-2520

HOSSENINEUMANN ASSOC.
An Equal Opportunity Employer

SECRETARY, full time, for Southfield engineering firm. General office experience, typing 55 WPM minimum. Company paid benefits. 358-3900

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EXECUTIVE SECRETARY

Opening for Executive Secretary with ability to function independently. Must have excellent typing skills. Shorthand is desirable, but not required Salary will be $1100 per month plus large company benefit program. Send letter or resume to

BOX 180
OBSERVER & ECCENTRIC
NEWSPAPERS
36251 Schoolcraft, Livonia, Michigan 48150