SEE THE RED WINGS AT OLYMPIA STADIUM

504 Help Wanted Office-Clerical

1.

PERSONNEL ASST- for major corporation, personnel and com-pater terminal experience neces-sary. Front office experience and to-to-pm typing. Great benefits, New office, \$11,200, Fee Paid.

Accuracy Personnel

FARINGTON 67-940

GNRSA (GFTEE
Typing, Billing, Taking Phane
Orders. You must be proficed on a typewifer and Colution. Year, Complex benefit on a cytewist of the color. Year of the color of the c S42-2059
CALL OUR
CAREER HOT LINE
GRACES
SWITCHEBOARD OPERATOR
Cood typing and office skills, Mensy
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SZO, CLERK-TYPIST - Insurance. Entry level. Southfield. \$000. EMPLOYERS PAY ALL FEES Suburban

Office Services

ROCHESTER 651-1500 FARMINGTON 477-9800

EXPANDING

Livonia Distribution Center has immediate openings for the following:

ACCOUNTS RECEIVABLE

ACCOUNTS PAYABLE

UNITED

STATIONERS

CLAIMS DEPARTMENT
Progressive Southfield firm is look
ing for person to fill position avail
able in Claims Department, Intersting, challenging, with excellent
benefits and opportunity disadvancement, Call 333-226

SECRETARY

Co. 300a c. 40091.

MEDICAL RECEPTIONIST, Experience necessary in Medical terminology, peg board system and all insurance billings. Southfield Area.

509-6421

Accounts Receivable

Experienced in Accounts Receivable? Your skills are needed immediately by a formington Manufadurer. We offer excellent working conditions and firing benefits, formington Manufadurer of the working conditions and firing benefits of the working conditions are consideration call: 476-7100, Ext 271. Equal Opportunity Employer Mr.F.

FIGURE CLERK

TROY BASED firm tooking for woman, general office work. Typing a must. Good phone voice, will train. Full or part time available, Good wages. Call for appointment interview. 683-6970 EXPERIENCED office help, light typing & phone, Southfield 557-0770

GENERAL OFFICE
Part-time. Manufacturer in Farmington fülls has opening in an entry level position for gal with good phose voice. 50, 60 WPM, typing, fling, Good salary to right person.
Call for appointment 478-1204 SECRETARY/RECEPTIONIST needed for insurance Office. Expe-tence necessary. Must be able to work with customers. 261-3010

work with customers. 281-3010
KEY PUNCH OPERATORS
Henry Ford Hospital. Trey Location
to currently looking for Key Punch
Operators with a minimum speed of
18-300 strokes per hour. Experience
on Key Disc System preferred. We
on Key Disc To Key
Punch To Key
P LaBo, 689-HENRY FORD HOSPITAL 2849 Cattermole, Troy

SECRETARY
Executive abilities to handle fast
pace diversified Troy based real
estate farm. Excellent shorthand &
typing a must. Send resume to Farbrann/Stain & company. Suite 2100.
755 W. Big Beaver Rd., Troy Michingan 4004.

SECRETARIES - Suburbar locations, good skills and experience, \$700 to \$300, fee paid. ACCOUNTING - elerk, typing an-experience required, \$700, fee paid.

LOIS RAY PERSONNEL 559-0560

typing duties. 3 - 8 duily. 261-2121
WORD PROCESSING
Person needed to work in Word
Processing Department. Knowledge
of dictation requipment a definite
of dictation requipment as definite
categlier. Proceedings of WPM.
categlier. Proceedings of Section 1253-3229 OFFICE - clerical for small, very nice Birmingham comarny, begin-ner OK if mature and bright. Var-ied duties with pleasant to workers. Salary \$500 to \$700 plus benefits. Fee paid. ACCOUNTING

ACCOUNTING

We need responsible young person
terain in Accounting Dex. for progreative Southfield Firm, Asuchace degree in Accounting on Bookkeeping necessary. Excellent
benefits. For appointment call
333-3209

RECEPTIONIST - for Southfire professional association. Must ha capability to become customer re Phone work typing. Salary 2700 5000 with benefits and fee paid.

ADAMS

&

CLERK-TYPIST, good with figures accurate typist. We will train, Good opportunity for right person. One block off-defires Freeway. 888-900

TYPIST RECEPTIONIST, invoking, drop shipping & telephone duties. Personality, accuracy & enthusiasm important. Trop office, Call MARTIN PERSONNEL 920 E Maple BIRMING 646-5600

DIAL A JOB

24 Hr. service to hear a most recent openings. 646-8780 DOWNTOWN

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Farmington Hills manufacturer ceeds secretary to the vice-president of sales & marketing. More to state & marketing. More to sales & marketing. More to sales & marketing. More to sales & marketing. This is a modern computerned girl office. Excellent pay & benefits for the Excellent pay & benefits for the populational materials per son. Call for appointment.

appointment. 478-1200
LEGAL Secretary, American Conter, Southfield, Many benefits,
commensurate
with required experience. 59-354
COUNTER IN Reat All Sore in
Pyrough Area, approximately 13
Experience. Some Certical
work per very. Some Certical
ment.

CLERICAL POSITIONS for general office disties open. Day and evening boars available. Apply at Wickes Furniture. 2853 7 Mar. Livonia. An Equal Opportunity Employer

PIGURE CLEAN
Pleasnt Livoue office need your
bright smile and good math aguitude for dwertined position while its of public contact. Typing helptude for dwertined position of the formation of the contact. Typing helptude for the formation of the formation PART TIME LEGAL SECRETARY

MATURE WOMAN with secretarial experience, versatile in all phases of office work. Quiet & pleasing surroundings. Residing in Livonia area. Phone 10 AM - 5 PM wreckdays:

PERSONNEL

Southfield area. Experience preferred. Typing 45 w.p.m., good attention to detail. MICHIGAN NATIONAL BANK OAKLAND 569-1700, ext. 298 An Equal Opportunity Employer

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A real glamour job. Must be P.R.
oriented and able to handle heedic
phone. This noe won't last long.
\$700, Call Linda Neeby today
644-4600
SNELING & SNELING
AGENCY

Accounts Payable

349-5000

504 Help Wanted Office-Clerical

04 Help Wanted Office-Clerical SUBURBAN OPPORTUNITIES EXPERIENCED Girl for general office work. Novi area. Pull time. EXCITING ORGANIZATION needs bright RECEPTIONIST with switchboard and typing. Pontiac

FILE CLERK Needed for Farmington Hills Law Office, excellent benefits, typing preferred, 'Call Linda Widrig.' 251-8500

area. "you warn. Farmington 277-2115
PAYROLL CLERK wanted. 1 years caperinene in compater input of payroll desired. Some light typing. Good salary & firinge benefits. An equal opportunity employer in Wayne. Call 725-540 Ex. 31. or apply in person 4481 Fletcher Street.

Street.

We have a special opportunity for full time house a special and personal sate specialist. This person will head up our personal lime department and be responsible for dealing with our customers by phone. This position has long range opportunities.

33-7336

nities.

GENERAL OFFICE - Receptionist.
Farmington area, 9 - 5, Ask for Pat
476-5990

BOOKKEEPER ASSISTANT -Through trial balance, knowledge of tax & light typing, Salary open. Oak Park - Femdale area. 543-6773 Oak Park. Permidie atea. 144477

JAMINISTRATIVE SCICEPTAMY
Provide comprehensive christal
spopt to account services staff,
Applicate must have strong typing
organizational skills. Must be a sell
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DESMOND of ASOC.
Oak Park, Michaelinds 846.

4227

SECRETARY UNITED WAY
AGENCY OFFICE
IATHRUP VILLAGE
Requires experience, with good secretarial and general office skills
Daily laid of enteresting, varied
and reteresting. Excellent fringe
benefits, folly paid by employer.
Sarting salary negotiabe. Please
phone for information and
acconditioners.

557-6777 Ask for Mrs. Nash or Mrs. Kirkner An Equal Opportunity Employer

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19500 Middlebelt, suite 310E, Liv 478-1 130

24755 5 Mile, Redford 538-3130

25075 Woodward, Suite 365 Huntington Woods 543-1080

29256 Ryan, Warren 573-6440 20600 Eureka, Suite 406, Taylor 283-1860

681 Columbia, Detroit 965-7000

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An Equal Opportunity Employer

EXPERIENCED BOOKKEEPER to work full time with General contractor. Livonia Area. Call Mrs. Hoffman. 478-7730

SECKE I ARY
Large Macomb Cy, Manulacturing
Co. seeking individual experienced
in Blue Cross. Incurance Reporting
& Administration. Familiar with
workers Comp. & OSHA Helpful.
Excellent salary & Iringe benefits
good lyping skills. Send resume
inter outlining experience to: Personnel Manager, F. Joseph Large
Co., 5862 E. 9 Mile Rd., Warren
6201. GIRL FRIDAY/Receptionist to work in a small office, particularly in Sales Dept. to ordinating shap-ping, experience necessary. Capton Area. Call ask for Nancy 397-3979

SECRETARIAL OPENING FOR COMMERCIAL REAL ESTATE OFFICE. TYPING REQUIRED. GOOD PHONE MANNER. LOCATED ON NORTHWESTERN HIGHWAY OFF EXPRESSWAY. CALL MR. ZIMMERMAN 133-400

FULL TIME IMONDAY THRU FRIDAY), TYPIST-CLERICAL POSITION AT MAIN OFFICE OF FARMINGTON HILLS REAL ESTATE FIRM, CALL MRS, PARDONNET 851-1900

PARDONNET S1-1500
Immediate opening for part time witchboard for part time switchboard. Hours 2:10 PM a PM. Monday thro Fri. Some typing required. Experience necessary. ROGER PENSKE CHEWROLET 28111 Telegraph Rd., Southfield 25:100

504 Help Wanted Office-Clerical

DESK RECEPTIONIST, part tim 3-11 PM, weekends. Tennis club i Bloomfield Hills 322-923

SECRETARY-BOOKKEEPER small architectural firm. One gir office. Excellent typing and dictaphone. Call 533-250

CLERICAL

Portrait Gallery

We are seeking a responsible individual with ability to work inde-pendently in capacity of making decisions. Will assist studio super-sure with a significant co-orginator visor with administrative duties, perform appointment co-orginator control of the co-traction and be responsible for copy and restoration service. Mids have ability to work with numbers; some bookkepping experience desired, retail experience a real plus.

retail experience a real plus.

APPOINTMENT
CO-ORDINATOR
This entry level position can be your stepping stools the heptonia of a real career. Based in prestige department stores, you will give lefephore presentations and schedule of the programment of the present portraits and light circumstance. This is a PARTETTIME Position for the programment of the present plus of the present plu

EXCELLENT STARTING SALARY Working conditions and Benefits. Interested applicants should call: 553-3256, Formington 647-2009, Birminghom

PCA International, Inc. An Equal Opportunity Employer CLERK, Filing and General Office Duties including some switchboard relief, Call Linda Bell, Erb Lumber Co., 375 S. Eton, Birmingham, 644-5300

BOOKKEEPER
Experienced Bookkreper. payroll.
Resible part time. Call 278-9600

HELP WANTED Secretaries with good typing skills, iSpeed & Accuracy) filing, and use of business machines. Several positions available.

ply in person, at Personne

Office.

MADONINA COLLEGE

35000 Schoolcraft

Livonia, Michipan, 48150

Equal Opportunity Employer M-F

SILARP GIRL needed with office
skills and some medical knowledge.
Appl Chep Robe, Laber Hills Naviged, expending the short of the short

RECEPTIONIST IcoNISI

for high volume subjeater. Telephone experience preferred but we
will train the right person. Must be
able to work well in busy office and
must be a flight School graduale.
Babe Cross, paid vacation. Apply

ADVANCE WATCH CO

1250 Brech Daly

Redford. Michigan

YOUNG GAL model.

YOUNG GAL needed in office. Must type fast and accurately, good with figures. Eight Mile-Merriman area. Call 478-7770

ATTENTON

ATTENTON

CONSUMERATION

C

Call 478-8508 Farmingson riuss area.

OFFICE PERSON needed to operate mini computer, will train. Fiestible hours. Southfield Accounting Firm.

559-7500

Pirm. Southfield Accounting Styles Pirm. Styles PART TIME SECRETARY Major Pharmaceiral company seeking applicant to wark three day week, in division manager sales office. Individual with minimum of one year's experience and ability to work independently. Routing experts. Section of the second part of the second part

secretarial duites including reports.

Medium teisphone contact. Send
resume and salary requirements of
resume and salary requirements of
Reversible and Sendertaria.

Livonia. Michigan 6150.

TYPIST - CLERK. will train on
Resouriter. bookeeping betyind
pleasant office. Livonia. Send
resume to Box 284. Observer &
Ceccentric Newspapers. 36251

Schoolcraft. Livonia. Michigan
6150.

502 Help Wanted Dental-Medica

Annapolis Hospital, a member of People's Community Hospital Authority and one of Wayne County's most progressive health care facilities is currently seeking:

REGISTERED NURSES

Full and part time positions are available on the afternoon shift. Graduation from an accredited school of Nursing and license to practice in the State of Michigan is required.

In addition to an excellent commensurate salary and benefits program. Annapolis, Hospital offers outstanding opportunities for meaningful career advancement within a professional environment. For immediate consideration please write or call:

ANNAPOLIS HOSPITAL



504 Help Wanted Office-Clerical

RECEPTIONIST
Mature Assistant for Podiatrist
office, full time, Westland Area,
Experience desirable. Call for
appointment. 425-840

appointment. 425-4100
KEY PUNCH BOOKKEEPING
Data Input & Payroll Circ Position. Reporting to manager of Management information System 35considered a plus. Cal System 35considered a plus. Cal Southfield.
331-4700

RECEPTIONIST-SECRETARY for dates. Must be able to adapt to other dates. Send reply to P.O. Box 905 Southfield. Michigan 48075.

General Office

2 Girl Friday-Secretary, 50-60 WPM Typing & Phone Experience
3. Entry Level Gerical Posi-tions - \$3 on hour
Call for appointment
569-2220

LEGAL SECRETARIES, for presti-gious fast growing law firm, with offices in Renaissance Center. Excelled salary and fringe ben-files. Minimum shorthand 100, typ-ing 70. Call 962-6500

ing 70. Call 76.40 mg. RECEPTIONST part time 9 to 129M, to start immediately, Tel-Twelve area. Must be able to handle busystelephone line. Light typing and filing. Mature individual preferred. Call Georgin after 10 AM.

AM. 644.200
SHARP. ACCURATE Typist
Receptionist. Needed as 'Girl R
Friday' for public relations agency
a Southfield. Good telephone manones, proofreading. & spelling skills
are essential. 645-5138

time, peg board experience pre-ferred. Dearborn area. IJS19 Mich-igan Ave near Schaefer. After 9 AM 581-2226 SAI-ZZza WANTED MATURE PERSON for general office work. Excellent typ-ing required, 25 hours per week. Call 464-4555

GENERAL OFFICE position (ull or part time. Hexible hours, excellent for college student. 336-9110

502 Help Wanted Dental-Medical

NURSING PROFESSIONALS
CARE ABOUT YOURSELF...
LOOK TO U OF M CONTINGENCY STAFF NURSING
As a Nurse and an individual with other important commitments—to
school, family, or other personal/professional endeavors—you owe it
to yoursel to late advantage of our unique Confingency Staff Nurse
Program. It allows you to keep pace with the latest medical and
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Choose Your Schedule, Full OR Part Time
 Variety of Assignments to Expand Your Nursing Skills
 Excellent Salary and Fringe Benefits
 Continuity of Working in One, Highly Respected Institution



of Michigan Hospitals

A Non-discriminatory Affirmative Action Emp



Grace Hospital has been a consistent leader in many areas of the medical field. Professionally, top-notch personnel make up the staff here — they come to Grace Hospital to stay, the equipment and techniques used are the most modern and up-to-date.

If you've taken some time off, and are thinking of coming back to nursing, our six week individualized Orientation Lab will refresh and re-educate. If you're a recent graduate or considering a change in your career, you'll want the best for yourself, so think about Grace Hospital!

We have current full and part time openings in Citilical Care and Medical/Surgical. For complete information, contact: Jeanne Toylor, R.N. Ausserecultiment - Manpower Placement, 3990 John R. Detroit, Michigan 48201, (313)

For a personal interview, call: (313) 345-7030



Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARY,

353-0900

SECRETARY with Legal experience, for pleasant Law firm, Red-ford Area. ,255-4728

SPECIAL WORK SPECIAL WORK
key position in National Company
calling customers, leads to set
appointments for allersmen, good
telephone values of good telephone values of 499-3100
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TYPIST for CPA firm. Experienced preferred Benefits. 542-2278

EXECUTIVE SECRETARY

Bloorfield Hills builder develor s looking for talented can minded individual. Experience ookkeeping, real estate and oostruction a plus: Salary con mensurate with experience.

645-2060

INSURANCE AGENCY
In Oak Park needs Commerical.
Fire, Homeowner & Auto Rater &
Typist. Including other diversified
duties. Experience is necessary.
384-460

GENERAL OFFICE Experienced person with telephone shifts and typing ability. Two girl office. hours 8:33-30. Please call 459-120 LICENSED REAL ESTATE lady to do office work plas work Real Estate leads. Good pay plus commissions. Southfield office. United Underwriters.

ASSISTANT BOOKKEEPER for invoicing, posting and payable con-trol. Will train. Southfield. 355-6130 504 Help Wanted Office-Clerical

Office-Clerical
ACCURATE TYPIST and general
affice work. Pate. Hirm and Borgue
Engineers.
An Equal Opportunity Employer
PERMANENT POSITION available
for matter individual with expe-sion of the properties of th immediate opening. Dearborn area. 13519 Michigan Ave. near Schaefer. After 10:30 AM SM-8111 GIRL FRIDAY for small office located at 13 Mile in Southfield. Call 644-000

BOOKKEEPER ASSISTANT needed by Southfield branch of national company, experienced in national company, experi accounts receivable, a payable posting, pegboard Excellent opportunity.

649-3200

GENERAL OFFICE, bookkeeping & typing, long Lake & Telegraph 645-3500

BOOKKEEPER ASSISTANT

ant. In the Daily diversified office routine located in Troy. Applicaci-must be accurate & have some bookkeeping knowledge. Com-pensation commensurate with abil-ity & experience. Call 613-831

SOUTHFIELD CONSTRUCTION company needs general office gal, offeredability, a tallity to learn more important than experience, and office gal, office gal, and o

SOUTHFIELD CPA firm needs high school graduate for typing and general office. Good benefits, pleas-ant working conditions. 559-1821 SECRETARY, life insurance agency, clean, pleasant surroundings. National firm with security and good benefits. Southfield area. Please call Mrs. Kost. 337-3339

OFFICE DESK : CORRESPONDENT

Woman needed for Order Dept.,
Form Typing, Filing, General
Office Type Duties. Also some
Bookkeeping will be required. Will
train Start at \$600 monthly, with
bours \$ AMS FW. Send resume to
Garrett Burgess. Inc., P. O. Box
\$177. Farmington, Mich. 48021.
Attention Jim Burgess.

GENERAL OFFICE Gal Friday for small engineering company suburban office. Diversified duties, no shorthand required. Excellent working conditions, good benefits, salary open, must be sell starter. \$4.30.

504 Help Wanted Office-Clerical

TO WIN: Send your name and address, on a postcard; to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livenia, Mi 48150. Then waitch the classified section every Monday, and Trurdady, When your name appears, you're a winner! Enter soon and as often asyou like.

Liveria.

CLERK WANTED for weights department, must have knowledge of lokey adding machine. \$33,700?

MAJOR COMMUNICATIONS Corp meeds an energetic person for all around office work & to handle customer. problems with professionalism Must be well professionalism Must be well-professionalism.

CO-ORDINATOR Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

502 Help Wanted Dental-Medical

FULL or PART TIME MIDNIGHT SHIFT

WILDNIGHT SHIFT.

Great salary and benefits. Start S51 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 ben

university convalescent

NURSING CENTER

28550 Five Mile, Livonia (Located between Inkster and Middlebelt Roads) An Eosal Opportuny Emboyer M.F A Health Saving Services Facility

NURSE AIDS 5 DAY PAID TRAINING CLASS

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

DORVIN CONVALESCENT CENTER

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

NURSE AIDS Training classes beginning Monday, October 23 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



Children's HOSP.TAC 21 MICHIGAN
REGISTERED NURSES
Become a part of the second largest pediatric hospital in the U.S. situated on an attractive 100 acre medical campus.

ineutial campus.
Experienced RN's are being interviewed for the following areas:
Neo-natal intensive Care Unit
Infant Unit
Rehabilisation Unit
(BSN preferred for all Units) Excellent salary and benefits including enclosed parking. Opportunities for staff nurse advancement in specialized fields.

Call for Appointment
3901 Beaubien 494-5383 Detroit, MI 48201
Detroit Medical Center
An equal opprotunity employer

REGISTERED NURSE

Annapolis Hospital, a member of People's Community Hospital Authority and one of Wayne County's most progressive health care facilties is currently seeking:

INSERVICE INSTRUCTOR

INSERVICE INSTRUCTOR
Operating Room
This is a permanent, full time, day position for a Registered Nurse with a Bachelor's degree in Nursing. A license to practice in the State of Michigan is required coupled with four years experience in hospital nursing.

In addition to an excellent commensurate salary and benefits program. Annapolis Hospital offers outstanding opportunities for meaningful career advancement within a professional environment. For immediate

ANNAPOLIS HOSPITAL

33155 Annapolis Avenue Wayne, MI 48184 722-4400 MI abies

ndale. Call for appointment 564-6940 Ex. 363 An Equal Opportunity Employer SECRETARY Bright 4 sharp to train for legs work till orge Southfield an form. Excellent clerical skills must: Call Barb.

We Need a secretary 20 hours a week to belp in our patent depart ment. Shorthand at least 80 WPM 8 typing Minimum of 50 WPM Research Laborato keated in Fer ndale. Call for appointment

writer. Availability for possible future evening shift a consideration after training. Call Barb. 355-5000 GENERAL OFFICE Help - Includ-ing shorthand & typing, Joy-Tele-graph Area. 533-580

graph Ares. 333-380

EXPERIENCED BOOKKEEPER I girl office, type 6 WPM. Small
payroll. Must be good on telephone.
100 per week. Benefits. Pre Paid.
Beryl Personnel. 4276 N. Woodward. Royal Oak. 576-4270