502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Full Time. Southfield Area. Will train conscientious girl. Outgoing personality, attractive ability. 645-1299

OFFICE ASSISTANT - for Optometrist office. 20 to 30 hours per week, no experience necessary. Call 626-8029

DOCTOR'S OFFICE: Medical Receptionist, typing skills required. Insurance Billing. Full time. 569-0737

MIDNIGHT SUPERVISOR
A progressive ECF under a new management in Westland is looking for an RN to lead leadership ability. $50 per day. Call PAT OSTLUND
Middlebelt-Hope
326-1200

MEDICAL RECEPTIONIST
Livonia MD's offer flexible working hours and great salary to experienced Receptionist. Typing of 50 w.p.m. helpful.
MEDICAL LAB TECH
Tired of hospital hours? Suburban MD offers great salary and super 4 day week! Registry is a must.
MEDICAL ASSISTANT
Friendly General doctor needs your assistant expertise
TOWN & COUNTRY EMPLOYMENT CENTER
Med Dental Div. 474-1717

BOOKKEEPER
For health facility, excellent suburban location. Computer, payroll, insurance experience, accounts payable, receivable, financial statements. $12,000 - $14,000.

DOCTORS RECEPTIONIST
For top MD Specialist, NW suburban office. Sharp on phone, insurance know how, medical experience, type details. No Saturdays, excellent salary and fringes
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 hour service to hear about our most current openings 557-6868

DENTAL ASSISTANT - Full time. Experience not necessary. Call between 8-5 682-4985

MEDICAL ASSISTANT
Part-time, OB-GYN office; typing, insurance, assisting Drs. Experience preferred but will train right person. Send resume to: Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MEDICAL ASSISTANT, Pediatrics office, experienced only. Southfield 353-5355

DENTAL ASSISTANT, chairside. Experience preferred. Livonia area. No evenings, good working conditions. Call 478-9522

WE ARE LOOKING for an ambitious and personable Dental Receptionist and Dental Assistant, 42 positions available for our Livonia Specialist's office. Ideal opportunity for the person interested in a long term position in very pleasant surroundings. Apply in person, 31920 Schoolcraft Rd., f block W of Merriman. 9-4 PM, Mon. Fri.

X-RAY TECHNICIAN wanted, part time mornings, new clinic, Redford area 937-8155

LPN - Daytime home nursing, immediate placement. 559-8690

RESPONSIBLE Medical Receptionist needed for Rochester physician's office. Must have telephone experience and be familiar with insurance billing. 652-2929

CHAIRSIDE dental assistant full time. We are a group searching for the right team member for a long year. Experienced, mature, happy together person. Salary commensurate with experience. Southfield 559-3620

EXPERIENCED RECEPTIONIST-West side Doctors Clinic. Some typing, full time. Call Jean 838-9548

DENTAL HYGIENIST, Part time for modern prevention oriented office. Northville area. 349-4111

LABORATORY HELP needed in busy Berkley doctors office. Call Ann at 543-2540

DENTAL ASSISTANT, mature, experience, part time AM or PM. No evenings. 548-7171

DENTAL ASSISTANT, Farmington-Novi Area. Experience chair side, no evenings. 474-6602

RECEPTIONIST OB-GYN office. 2 days weekly, experience preferred. Novi area. 348-2400

MEDICAL ASSISTANT, experienced preferred, knowledge of X-rays, EKG, Venapuncture, and Insurance forms. 531-5150

OFFICE MANAGER needed for busy allergist's office, Farmington Hills. Knowledge of insurance billing desirable. Monday thru Friday. 851-6455

ORAL SURGERY ASSISTANT
4½ days per week.
Birmingham office.
Experience preferred.
646-1720

X-RAY Technician wanted, must be registered or registry eligible for portable X-rays. Call between 9AM-5PM, Monday through Fri. 885-5320

RECEPTIONIST with some medical background. Woodland Medical Center, 22341 W. 8 Mile. Monday thru Friday 10AM - 2PM or call 538-6700 ext 372

COME in for an interview if you are LPN with medical background or experienced Medical Assistant. Full time or doctor - hours only. Woodland Medical Center, 22341 W. 8 Mile, Monday thru Friday 10AM-2PM or call 538-6700 ext 372

DENTAL RECEPTIONIST/ASSISTANT - Experienced, 4½ days; no nights. Farmington Hills Office. 626-7588

RN- Full time day shift. Fringe benefits. Pleasant working conditions. Southfield. Bedford Villa. 557-3333

NURSE ATTENDANTS & MODERNIZES. Full time, fringe benefits. Bedford Villa Nursing Home, Southfield. 557-3333

EXPERIENCED MEDICAL Receptionist-Secretary for private practice. Full-time 4 day week. Excellent salary & environment. References Dorothy 543-5720

CLERICAL POSITION available in Madison Hts. area. Call for interview. Mrs. Stephenson 585-2060

WHITEHALL HOME needs mature Nurse Aide; 2:30 PM - 11 PM and 11 PM - 7 AM 474-3442

DENTAL RECEPTIONIST. Pleasant, mature, for busy, progressive 2 dentist office. Some experience, willing to learn. Salary commensurate with ability. Westland, Livonia area. Reply Box 221, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Nurse Aides
AFTERNOONS & MIDNIGHTS
Full time, considerations. Well train, good benefits. See Ms Watkins.
NIGHTINGALE WEST
8363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN-LPN
Good starting salaries, and good hospital benefits. Afternoon and Midnight shifts. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL ASSISTANT
Doctor's office, Northwest area. 22 hour week. No Nights. Experience necessary. Call after 10am. KE 8-2900

NURSES AIDES - needed, all shifts, full and part time, experienced or will train, extended care facility, for elderly and physically handicapped young adults. Blue Cross, Blue Shield group plan available. Apply at Oak Hill Nursing Home 34225 Grand River, Farmington. 477-7272

NURSES - RN'S, LPN'S needed, all shifts, full time and part time, paid Blue Cross, Blue Shield, paid holidays and vacation, excellent facility, apply at Oak Hill Nursing Home 34225 Grand River, Farmington. 477-7272

DENTAL ASSISTANT
Excellent opportunity for qualified dental assistant to hear Livonia group practice. Benefit package. Prefer CDA. 478-2110

Nurse Aides
Orderlies
Experienced or will train for rewarding career in nursing. Good salary and fringe benefits. Excellent working conditions.
APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 16 Mile

NURSE 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

AVONDALE CONVALESCENT HOME has full time openings on all shifts for Nurses, and Experienced Nurse Aides. New salary scale in effect. 531-4422

NURSES
RN's & LPN's. Growing facility needs nurses for all shifts. Full & Part time position Available. Excellent wages, accute care rate, excellent benefits, education reimbursement plan, no rotation.
SOUTHFIELD REHABILITATION CENTER
22401 Foster Winter Drive, Southfield. Contact Nursing Office:
569-1500
Ext. 318

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

X-RAY TECHNICIAN Part time, Redford Twp. Area. Call 349-1444

CHAIRSIDE DENTAL Assistant - Full time experienced, for progressive crown & bridge practice. $160-$170 to start. Resume & references. For an appointment 653-8860

EXCELLENT POSITION open for Medical Assistant-Receptionist. Experience welcome but not essential. Will train if dependable and permanent. Office located west of 7 Mile, New Grace Hospital area. Give full details and reply to: Box 316, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

IF YOU are a mature individual interested in a challenging position in Dental Insurance and have front desk reception experience, we need you for our busy practice. This is a full time, permanent position for the right person. Monday thru Friday, no evenings. Southfield. Many benefits.
Also Part-time Assistant Bookkeeper. Evenings
851-2131

MEDICAL ASSISTANT, Receptionist for part time work in Canton Allergists' office. Prior medical office experience preferred. Will train for necessary procedures. Send typewritten resume and references to: Box 312, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL TRANSCRIPTIONIST
For Orthopedic office, part time, experience necessary. Call Mr. Grumb at 474-1870

DENTAL ASSISTANT
Bloomfield Hills office seeking full time Dental Assistant. Please call 335-4437

DENTAL ASSISTANT, Experienced at 4 handed chairside. Progressive team, office - Northland Area. Holidays & vacation benefits. 968-2966

MEDICAL ASSISTANT, experienced only. EKG, X-Rays, Venapuncture, injections 689-3443

RNS. & LPNS
Modern extended care facility with both skilled and basic patients, now hiring full and part time Nurses. We offer ongoing in-service and education on the professional level. Baby sitting service available on the premises for one day shifts. We welcome new graduates, no shift rotation. Medication course a necessity. Salary and benefits including dental. Competitive. Apply in person at:
BEVERLY MANOR
CONVALESCENT CENTER
24500 Meadowbrook Rd.
Novi, 477-2000
An Equal Opportunity Employer

DENTAL Assistant for Farmington Hills office, experience preferred 553-2171

X-RAY TECH
Certified X-Ray Technician, full time position, large medical clinic. Experience preferred. For personal interview contact Ron Ext. 270, 538-4700
538-4700

MEDICAL RECEPTIONIST
Mature Assistant for Podiatrist office, full time, Westland area. Experience desirable. Call for appointment. 425-6600

RN-LPN
Good starting salaries, and good hospital benefits. Afternoon and Midnight shifts. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

SOUTHFIELD REHABILITATION CENTER
We are accepting applications for the following positions:
Nurse Aid/Orderly (housekeeping
Dietary (Afternoon Porter)
Applications will be taken Mon. thru Fri. from 9am-2pm
22401 Foster Winter Dr., Southfield

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

Registered Nurse
with psychiatric experience desirable. Full & part time for afternoon & midnights shifts. Apply
ARDMORE ACRES HOSPITAL
19810 Farmington, Livonia
474-3500

MATURE Dental Assistant, Telegraph, Pard Rd. area. Full time, pleasant surroundings. Wages commensurate with previous training. Reply to box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT
Excellent opportunity for qualified dental assistant to hear Livonia group practice. Benefit package. Prefer CDA. 478-2110

Nurse Aides
Orderlies
Experienced or will train for rewarding career in nursing. Good salary and fringe benefits. Excellent working conditions.
APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 16 Mile

NURSE AIDES
Immediate openings for part time and full time private duty. Must have 1 year's recent Hospital or Nursing Home experience. Day, afternoon and midnight shifts available. $3.30 to $3.80 per hour.
For More Information, Call
334-4751 or 642-7900
UPJOHN
HEALTHCARE
SERVICES
An Equal Opportunity Employer

ORTHODONTIC ASSISTANT - Bloomfield Area. Energetic, personable. Must type, no experience necessary. Call between 6PM-8PM. 644-4334

MEDICAL Receptionist for Troy office, 5 days, 9-5. No weekends. Experience preferred. Send resume to Box 266, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL RECEPTIONIST and also 2 Dental Assistants needed for an Endodontic office in West Pontiac-Waterford area. Experience necessary, pay commensurate with experience. 332-8838

RN'S - LPN'S
DAYS & AFTERNOONS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lasher
255-6450

SOUTHFIELD REHABILITATION CENTER
We are accepting applications for the following positions:
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DAYS, 7-3
Starting salary $3 Hr.
WHISPERING WILLOW MANOR
49650 W. Warren
Canton 459-7060

RN
DAYS
WISHING WELL MANOR
520 W. Main
Northville 349-4290

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

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

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/CLERICAL
We are a Progressive Sales Promotion and Advertising Firm located on the outskirts of Southfield seeking outstanding individuals with good Secretarial and Organizational skills. Minimum typing 45-50 WPM accurately. Adding machine efficiency and math aptitude. Excellent fringe benefits and working conditions with diversified duties. Call for appointment
B and E SALES-COMPANY, INC.
12630 Greenfield - Detroit 48227
836-8780 Ext. 372

EXPORT SECRETARY
(Spanish Proficiency required)
Rapidly expanding National Printing Ink manufacturer headquartered in Redford (near Schoolcraft & Telegraph) seeks Spanish speaking individual to administer business between company manufacturing facilities and Latin American customers. Must be problem solver and comfortable with making decisions. Send resume, call 538-6800, ext. 10 for application or apply in person between the hours of 9 AM - 4 PM at:
Flint Ink
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

EMPLOYEE BENEFIT SECRETARY
Large Macomb County Manufacturing Company is seeking an individual experienced in Blue Cross, Insurance Reporting and Administration. Familiar with Workers Compensation and OSHA Helpful. Excellent salary and fringe benefits. Good Typing skills Send Resume of Letter outlining experience to
Personnel Manager
F. JOSEPH LAMB CO.
5663 E. 9 MILE RD.
WARREN, MICHIGAN 48091

CLERK TYPIST
Full time position available for capable CLERK-TYPIST with speed of 50-60 w.p.m. Must be an accurate typist and enjoy working with figures.
Will perform a variety of assignments. Work is most interesting and varied. Salary and outstanding benefit program including life, hospitalization, dental, optical and prescription plan. Free parking provided. Call:
835-9500, ext. 242
CORPORATE PERSONNEL
BORMAN'S, INC.
(Farmer Jack's SUPERMARKETS)
An Equal Opportunity Employer M/F

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NURSES AIDES - needed, all shifts, full and part time, experienced or will train, extended care facility, for elderly and physically handicapped young adults. Blue Cross, Blue Shield group plan available. Apply at Oak Hill Nursing Home 34225 Grand River, Farmington. 477-7272

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569-1500
Ext. 318

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

504 Help Wanted Office-Clerical

ART/MUSIC
Enjoy the benefits of working in a creative atmosphere with either of 2 prominent groups. $850 - $950 to start; needs self-starter with people flair!! Call
Your N-* Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

CO-ORDINATOR
Aggressive group starts you up the ladder to promotion, competitive professional needs no shorthand for $175 - $225 to start. Call 562-8900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

502 Help Wanted Dental-Medical

DENTAL ASSISTANT, experienced only, for Dearborn Specialist's office. Call 274-8522

NURSES
RN'S & 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.
Practice Insurance.
Bonding.
Unemployment compensation.
MEDICAL PERSONNEL POOL
Bloomfield-Pontiac
334-9220
Southfield
549-1950

ATTENTION RN's & LPN's
Avondale Convalescent Home has full time and part time openings for RN's and LPN's on 3 PM - 11:30 PM shift. 651-4422

OPTOMETRIC ASSISTANT part time, mature woman, will train. Send resume to Box 294 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDES
Immediate openings for part time and full time private duty. Must have 1 year's recent Hospital or Nursing Home experience. Day, afternoon and midnight shifts available. $3.30 to $3.80 per hour.
For More Information, Call
334-4751 or 642-7900
UPJOHN
HEALTHCARE
SERVICES
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TYPIST
Tired of The Ordinary?
Try Olsten's!
We can offer you many interesting & diversified assignments to fit your schedule. Work a Day, A Week or longer in the Suburban Areas.
CALL TODAY!
SATURDAY appointments are available for your convenience.
SOUTHFIELD 557-7711
DETROIT 962-9650
OLSTEN
Temporary Services

SECRETARIAL
Diversified assignments in engineering dept. of construction company as well as assisting corporate executive in handling correspondence, records, reports & performing responsible secretarial work requiring knowledge of office practices & procedures. Must have above average typing & shorthand skills & minimum of 2 years experience. Send resume & salary requirements in complete confidence:
WEST POLLUTION CONTROL CORP
30999 10 Mile Rd.
Farmington, MI., 48024
An Equal Opportunity Employer

Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
Proven decision making ability is the key to this responsible position with Fortune 500 Southfield firm. Typing of 45 wpm, shorthand, steady hand a plus. $950/month to start. Excellent benefit package, company pays fee, call Helen for more details.
Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
PLACEMENT PLUS
PERSONNEL 358-2550

FIGURE FLAIR
West Suburban employer has immediate opening in accounting department. Light typing. Accounts payable experience helpful. $650 Excellent benefits.
PERMANENT STAFF
522-4210

BILLING CLERK for Medical Labratory, good telephone manners and typing. Excellent benefits. Located in Southfield. Call between 9 AM and 12 Noon. 557-5210

SECRETARY, $825
For Livonia office of large corporation. Full benefits including dental plan, paid 2 weeks vacation plus 1 additional week paid at Christmas. Company paid fee. Varied duties include letter typing, scheduling travel arrangements and organizing meetings. Type 1 yr. Secretarial experience, type 55 Call Cathy.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

BOOKKEEPER, full time, experienced through trial balance for Livonia CPA office. Send resume to Box 354 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

CLERKS
1 Month Assignment
Suburban Oakland
County Area
Don't miss out on this opportunity to earn extra $$$ for the Holidays!
SATURDAY appointments are available for your convenience.
CALL NOW
SOUTHFIELD 557-7711
DETROIT 962-9650
OLSTEN
Temporary Services

ACCOUNTING CLERK for rapidly expanding management company. Accounts payable, payroll, general office experience desirable. Computer experience a plus. Excellent salary & benefits. Mr. Goodhalian 851-8400
An Equal Opportunity Employer

RECEPTIONIST - typist, 50 WPM, with phone ability and experience. $725. - paid.
EXECUTIVE - secretary, 60 WPM typing, shorthand helpful, sales office, bookkeeper with good promotional potential, $800 to start, excellent benefits and fee paid.
LEGAL - secretary, Bloomfield Hills, heavy legal background, good typing and excellent shorthand, $12,000, fee paid.
LOIS RAY PERSONNEL
559-0560

504 Help Wanted Office-Clerical

IMMEDIATE OPENING
For High School graduate to work in the branch service dept. of a national corporation in Southfield. Requirements: minimum 50-60wpm typing, must be personable and able to communicate with work with people on a daily basis. Duties include filing, typing, telephone and various other office work. Full fringe benefits including vacation, etc. For personal interview, call Ms. Laura Collins, 358-3000
SCM CORPORATION
23475 Northwestern Hwy.
Southfield, Michigan
Equal Opportunity Employer M/F

ACCTS. RECEIVABLE CLERK
Seeking an experienced individual for nice Livonia office. Must be capable of handling all receivable functions for approx. 100 accounts. Very good benefits. Start immediately. Full application -11890 Globe St., 1 block E. of Newburgh, 1 block N of Plymouth 464-1020

CLERICAL - permanent, part time, approx 25 hours a week. Good typing, math aptitude, public contact. Call The Birmingham Community House. Miss Miller 644-5822

AVAILABLE NOW

Secretaries(shorthand)	to $1100
Mortgage Processor	$1000
Keypunch Operators	$850
Casualty Ins. Acct's Clerk	$800
Secretaries(no shorthand)	$800
Bookkeepers(secretary)	$800
CRT Operators	$740
Junior Bookkeeper	$720
Clerk-Typists	$700
Receptionist-Typists	$690
Clerical	$650
Secretary-Bookkeeper-part time	open

Many other positions available in the N.E. and N.W. Suburbs
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32969 Hamilton
Farmington Hills 553-3100

SECRETARY-RECEPTIONIST
Established CPA firm seeks person for general office. Client contact position. Stat typing required. Excellent benefits. Attractive office. Salary open. 557-6929

TROY LAW firm requires receptionist with typing skills 528-2828

TUITION ASSISTANT
Just one of many benefits offered by this super firm. Light office skills - all you need to get started $550. Call Linda Neely.
644-4600
SNELLING & SNELLING AGENCY

ADVERTISING
Agency in dire need of a super sharp beginner who can type and smile. Great growth spot. $650. Fee paid. Call Linda Neely.
644-4600
SNELLING & SNELLING AGENCY

SECRETARY-RECEPTIONIST - Typing, general office duties, some bookkeeping for large psychological consulting firm in Bloomfield Hills. Starting salary depending on experience. Good fringes. Call Mon. thru Fri. 9-4:30 334-8316

HIGH SCHOOL graduate to work at Southfield law firm, general office duties, light typing. 559-4211

PART TIME
BOOKKEEPER/TYPIST
Southfield - Need mature person - Boxes thru Trial and 50 WPM with accuracy. Hours: 10-2, 5 Days
424-8990

GENERAL OFFICE
Office background should include light bookkeeping, typing, general filing. Pleasant day time travel. Excellent benefit package. Salary commensurate with experience. Interviews by appointment only Tuesday thru Friday. Contact: HELEN GREEN
C.A. Muer Corp.
2 Washington Blvd.,
Detroit, Mi.
963-1369
An Equal Opportunity Employer

CLERK TYPIST needed immediately for small office. Some typing & work with figures helpful. Apply in person at Purolator Courier Corp., 13306 Cloverdale, Oak Park

DICTAPHONE typist, type 55 wpm, good telephone presence, general office background. Local references Birmingham area. 646-0922

STENO IN PERSONNEL DEPT
HEN CEN
Excellent typing. Light shorthand or dic. $11,000 minimum range fully paid benefits including many bonuses. No agency fees
LEGAL STENO-HEN CEN
2 years experience legal 70 typing, no shorthand required $12,000 minimum range. Paid benefits. No agency fees

SECRETARY-GEN'L MGR MANUFACTURING
Typing, shorthand, travel arrangements, mature. Salary $10,600 - $12,000 to start. Excellent benefits, including dental. No agency fees.
WORD PROCESSING TYPIST
HEN CEN-Experience on VYDEC Machine or Mag Card - 1-2 Years min. $800 range. Fully paid benefits. No agency fees

BILLING CLERK-SOUTHFIELD
50 typing, figure aptitude, salary $950 minimum. Fully paid benefits No agency fees

KEY PUNCH BIRMINGHAM
3741 Experience will work on System 34. Excellent open salary Fully paid benefits. No agency fees
RECEPT.-GM BLDG AREA
60 Minimum typing. Excellent math aptitude. Front office appearance required. Private Parking. $10,000 minimum range. Excellent benefits including - dental-prescriptions

MCR MACHINE OPR
EXP FOR AR
40-50 typing $650-$700 Fully paid benefits. No agency fees.
TYPIST FOR
Accounting Department Office
Good billing or invoicing experience, prefer 55 or better wpm typing. $700-$750 range to start. Fully paid benefits including dental. No agency fees.
ACCOUNTING CLERK
Perndale
Figure aptitude, will learn switchboard relief, filing-cash receipts, light typing & 6 daily deposits (MFG. CO.) Starting salary $750 per week. Excellent raises - Fully paid benefits including profit sharing. No agency fees

BEG RECEPTIONIST - LIVONIA
Accurate 45 wpm typing. Will train to handle 7 line switchboard Salary $110 per week. Fully paid benefits including Major Med-Dental. No agency fee.
BEGINNER-RECEPTIONIST
TROY
Will train on switchboard-light typing. Salary $550 Monthly to start. Fully paid benefits. No agency fees

ALL AROUND
ACCOUNTING PERSON
For Construction Contractor. Must have varied areas of accounting experience. Accurate typing, enjoyable use on adding machine. NEAR GM BUILDING. $200 per week absolute minimum. Fully paid union benefits. No agency fee.
RECEPTIONIST TYPIST
Movie Production Studio - 50-60 absolute minimum wpm typing. Recent graduate required. Excellent appearance. Will answer phones etc. Salary $150-$200 per week to start. Full benefits including Major Med. No agency fee.
BETTY HAMIL PERSONNEL
424-8470

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Immediate opening for growth position for an ambitious quick learning person with good math aptitude. No accounting experience required. Competitive starting salary with regular performance reviews and attractive benefit package. Call for appointment at 642-4200.
SILHOUETTE
AMERICAN HEALTH SPAS
Southfield, Michigan

Data Entry
$5-$5.50 Hr.
Key Punch
Key To Disc
Key To Tape
Long or short term temporary assignments with great attendance shifts available. All areas of Detroit and suburbs
For Office Nearest You
CALL
565-0266
Exec-U-Temp

ACCOUNTS RECEIVABLE CLERK, full time, 8 AM-5 PM. Call HS Electronics, 34442 Schoolcraft, Livonia. Ask for Mrs. Apple 525-1156

CLERK TYPIST $750
For accounting department of major suburban corporation. Handle typing, phone & light accounting duties. Will train to use large calculating & mini-computer. Full benefits with dental, cost of living & 3 weeks paid vacation. Employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE SECRETARY $12,000
For Southfield manufacturer. Must assist director of material control department, organize and attend meetings, handle correspondence and schedule travel arrangements. Type 65, shorthand preferred. Full benefits including dental, 3 weeks paid vacation & cost of living. Employer paid fee
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

JR. SECRETARY $750
Excellent position for individual with 1 yr. previous office experience. Work for major suburban corporation with full benefits and excellent advancement potential. Employer paid fee
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTANT $14,000
For rapidly expanding management Consulting Firm. Prefer 2 yrs college or several yrs general accounting experience.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

BOOKKEEPER for small construction firm with office in the home. Flexible hours. References. Farmington area. After 5 PM 474-5228

KEY PUNCH
IBM 129 Card & disc. Fully paid benefits. Including dental plan. Major Medical. No Agency fee
BETTY HAMIL PERSONNEL
424-8470

LIKE - Super luxurious offices? This Birmingham job needs a sharp typist with bookeeping skills to fill this spot. Everyone loves this company - it's great! Call Jo Perse. To start plus full benefits.
BIRMINGHAM - legal firm needs 2 legal trainees. They will pay $850 to start for good secretarial skills. Pay your fee and full benefits.
RECEPTIONIST - typist needed for a very friendly Royal Oak company. $650 to start, plus benefits that include dental, 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

HIGH SCHOOL Graduate for typing and office work. Business courses helpful, good benefits, pleasant conditions in Southfield. 569-1821

LIGHT & LIVELY
Is the key here. Duties are diversified, location great, and benefits fantastic. Shorter work day, lunch hour. $700 Call Linda Neely.
644-4600
SNELLING & SNELLING
AGENCY

SECRETARY-for Troy Real estate office. Good shorthand and typing required. Call Monday thru Friday, for an appointment 362-3323

BOOKKEEPER
For Auto Dealership
Immediate opening. Bookkeeping experience required. 5 days, full time. Apply Mrs. Consiglio.
EHRLAND MOTOR SALES
32715 GD. RIVER, FARMINGTON
477-6400

Sec'y-No Shorthand
Pleasant legal office will train good typist with some office experience for legal work. Dictaphone helpful. $700. Excellent benefits. Fee paid.
PERMANENT STAFF
522-4210

BEGINNER TYPIST
This friendly suburban company pays our fee and trains you for diversified spot. All you need is accurate typing of 45WPM. $560 plus good benefits.
PERMANENT STAFF
522-4210

PERSONNEL TYPIST
Entry level position for you if you type 30WPM. Excellent benefits including free lunches. $665 Fee paid. Hurry!
PERMANENT STAFF
353-0565

SECRETARIES
BOOKKEEPERS
TYPIST
RECEPTIONISTS
Don't let your skills decrease, work temporary assignments to maintain your skills and bank accounts. Top wages. Interesting jobs.
COME IN
OR CALL
642-3050
ACCURACY
TEMPORARY
SERVICE
1000 No.Woodward
Birmingham, Mi.

504 Help Wanted Office-Clerical

MAIL/SUPPLY CLERK
Part time position 4-6 hrs. per day. Experience with mailing machine helpful but not essential. Good working conditions. Nationwide Account Systems Inc. 26400 Lahser, Southfield. Ask for Jack Nelson.
An Equal Opportunity Employer

RECEPTIONIST-for Bloomfield Hills, requires phone experience plus 60wpm typing. Involves other miscellaneous duties $700 Fee Paid.

LEGAL SECRETARY-for Southfield firm. Requires 70wpm typing, shorthand helpful. Work for 2 persons. $900 Fee Paid.

PERSONAL SECRETARY to sales manager in Southfield. Average typing and shorthand or speed writing. Ability to work independently. Great benefits $900 Fee Paid
Accuracy
Personnel
642-3050 358-2010
CALL OUR
CAREER HOT LINE
642-4224

EXPERIENCED RECEPTIONIST
Full Time - Immediate opening for mature person in busy suburban office. Responsibilities include: phone work, greeting visitors, & making appointments for buyers. Excellent Dearborn Location & benefits. Salary commensurate with experience. Call for appointment 336-4700

PEACH OF A BOSS
An established suburban office will appreciate your talents and skills while their benefits take you laughing to the bank. Fee paid $750 month. Call Gina.
644-4600
SNELLING & SNELLING
AGENCY

INSURANCE CLAIMS APPROVER
Major Insurance company has an opening for a Group Claims Approver. Previous claims experience required. Full benefits Birmingham, Southfield area. Call Cheryl Johnson between 9 AM - 4 PM 644-4100
An Equal Opportunity Employer

SECRETARY-RECEPTIONIST
Established CPA firm seeks person for general office. Client contact position. Stat typing required. Excellent benefits. Attractive office. Salary open. 557-6929

TROY LAW firm requires receptionist with typing skills 528-2828

TUITION ASSISTANT
Just one of many benefits offered by this super firm. Light office skills - all you need to get started $550. Call Linda Neely.
644-4600
SNELLING & SNELLING
AGENCY

ADVERTISING
Agency in dire need of a super sharp beginner who can type and smile. Great growth spot. $650 Fee paid. Call Linda Neely.
644-4600
SNELLING & SNELLING
AGENCY

SECRETARY-RECEPTIONIST - Typing, general office duties, some bookkeeping for large psychological consulting firm in Bloomfield Hills. Starting salary depending on