502 Help Wanted Dental-Medical

NURSES

Your skills are needed in a unique program designed to provide homecare in the community for mentally handicapped children & adults now living in nursing homes. You can provide a home to this person as well as specialized care & training. In return you'll receive further training, professional support & $650 monthly. If you live in Oakland County call Macomb-Oakland Regional Center.

286-2780

RIERSON CHIROPRACTIC CLINIC - Receptionist-nurse knowledge of Insurance, willing to learn X-rays. Full-time. Call 681-2444 669-2240

RN. All shifts. Fringe benefits. Pleasant working conditions. Southfield. Bedford Villa. 557-3335

NURSE ATTENDANTS & ORDERLIES. Full time, fringe benefits. Bedford Villa Nursing Home. Southfield. 557-3335

DENTAL HYGIENIST full or part time - Garden City - 425-9130

MEDICAL ASSISTANT
Full time for busy doctor's office, will train if necessary. Excellent salary and excellent fringe benefits. Duties would include development of X-rays, taking X-rays, assisting and setup for surgical procedures, handling, and administration of medicine, and injectables. Please contact Marilyn 399-4900

DENTAL RECEPTIONIST needed for a friendly, uptown Birmingham office. Must be ambitious & personable. Experience preferred. 4 Days. 646-3515

EXPERIENCED Doctor's Assistant, EKG'S, X-Rays, Blue Cross, typing. Eve. hours per week, no Evenings or Saturday afternoons 11 8-8281

MEDICAL Receptionist, knowledge of Insurance for Doctor in Farmington. Full time. 478-1418

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

MEDICAL OFFICE Assistant Needed, experience in insurance billing Southfield Area. 354-2552

DENTAL ASSISTANT - Farmington Hills office, experience preferred. 553-2171

EXPERIENCED dental receptionist needed 4% days. Southfield area. 477-2500

RNS & LPNS

PART TIME-DAYS
To start-RN-$5.675 per hour
To start-LPN-$4.75
FULL TIME
RN-Afternoons
To start-$6.125 per hour
LPN
To start- $5.25 per hour
Full Benefits.
Dorvin Convalescent Center
29270 Morlock, Livonia
(One block south of 8 Mile)
476-0650

LPN

PART TIME
Afternoons-4p-8pm, flexible.
To Start-$5.25 Hour
Full Benefits. Five Days
Dorvin Convalescent Center
29270 Morlock, Livonia
(One block south of 8 Mile)
476-0650

Nurse Aides

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

NURSE AIDES
$2.90 AN HOUR

with or without experience. Clean, caring nursing home with many other fringe benefits.
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd. Westland
261-9500

Nurse Aides

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

DENTAL INSURANCE Clerk, experienced or will train. Westland Area. 728-1330

FULL TIME Dental Receptionist wanted in the Rochester Area 4 or 5 day week. Must be good phone skills for the right medical or dental office experience. Call between 1:15 & 5pm. 651-8491

DENTAL HYGENIST

Progressive Office, Northland Area. Blue Cross, Blue Shield, Pension Plan, Profit Sharing. Top Salary.
CALL
968-5540

DENTAL OFFICE RECEPTIONIST
Modern progressive Office needs mature energetic person. Experience required in peg-board and Insurance. Excellent Salary and benefits. For Interview call 525-7616

CHARISDE DENTAL Assistant - Full time experienced, for progressive crown & bridge practice. $160-$170 to start. Resume & references. For an appointment. 652-8040

MEDICAL TRANSCRIPTIONIST for office near Beaumont. Experienced only, full time. 288-1150

502 Help Wanted Dental-Medical

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.

DENTAL ASSISTANT
Bloomfield Hills office seeking full time Dental Assistant. Please call. 335-4427

RNS & LPNS

Modern extended care facility with both skilled and basic patients, now hiring full and part time Nurses. We offer on-going in-service and education on the professional level. Baby sitting service available on the premises for the day shift. 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

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

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.
Double Time Holidays.
Mileage.
Practice Insurance.
Bonding.
Unemployment compensation.

MEDICAL PERSONNEL POOL
Bloomfield-Pontiac

334-9220

Southfield

569-1950

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

NURSE AIDES

Immediate openings for part time and full time private duty. Must have 1 years 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

RN'S - LPN'S

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

Registered Nurse

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

DENTAL ASSISTANT full time for busy Livonia specialists office. Must be high school graduate. 261-7801

FULL TIME Dental Assistant, Green Lake area, experienced preferred. 363-0143

LABORATORY HELP needed in busy Berkley doctors office. Call Ann at 543-2340

OFFICE MANAGER needed for busy allergist's office, Farmington Hills. Knowledge of insurance billing desirable. Monday thru Friday. 851-6654

MEDICAL TRANSCRIPTIONIST for office near Beaumont. Experienced only, full time. 288-1150

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Experience required. Busy office, 3 doctors. Birmingham location. No Saturday or evenings. Good salary for experience. 647-4420

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

MIDNIGHT SUPERVISOR

A progressive ECF under a new management in Westland is looking for an RN with leadership ability. $50 per day. Call PAT OSTLUND.

Middlebelt-Hope
326-1200

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

LPN

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

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

TEMPORARY ASSIGNMENTS

Join TLC PERSONNEL Temporary staff by simply calling or stopping by our office. We need your CLERICAL, SECRETARIAL OR BOOKKEEPING for assignments of your choice, when you choose, in all area suburban locations.
TLC PERSONNEL
8623 N. Wayne Rd., Westland
522-4330

ACCOUNTS PAYABLE
Person with 1 plus years experience needed for Farmington Hills corporate office. Salary commensurate with experience. Excellent benefits. OUR FEE IS EMPLOYER PAID. Call Jackie at TLC PERSONNEL 522-4330

AVAILABLE NOW

Executive Secretary to	$1100
Stenographer-Engineering	$1,000
Legal Secretary	$1000
Secretary-shorthand	$900
Mortgage processor	$1000
General Office	$820
Secretaries to shorthand	$780
Keypunch Operators	$820
Bookkeeper - Secretary	$800
CRT Operators	$740
Clerk Typists	$700
Clerical	$650

Part time figure and typist open Saturdays by appointment.
Many other positions available in N.W. & N.E. Suburbs. Most positions are fee paid.
Come in and register today.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza, 22900 Hamilton, Farmington Hills 553-2100

GENERAL office, in Troy area, some knowledge of bookkeeping helpful. 585-3225

SALES OFFICE. Typist receptionist. Will train on Mag Card II. Southfield area. Call Mrs. Grigor 358-2600

SATISFACTION

is guaranteed with this top firm needing your typing & People skills. A future in Marketing could await you. Salary $825 up.
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

PEOPLE PERSON

Terrific chance to put your interest in people to work for this aggressive professional group. $950 to start is negotiable. Bloomfield Location. Call 644-4144
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

TAKE CHARGE PERSON

Is needed by major Southfield corporation with good typing and shorthand skills. Organizational ability necessary. Fantastic benefits and your new employer picks up the fee. Call Helen:
PLACEMENT PLUS PERSONNEL 358-3250

EXECUTIVE SECRETARY $12,000
For major suburban corporation, 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 and cost of living. Employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTANT $14,000
For rapidly expanding west suburban Consulting Firm. Prefer 2 yrs. college or several years general accounting experience.
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

GENERAL OFFICE - good typing and math aptitude necessary. Lerman Oil Company. 476-0110

MONEY

Work temporary assignments for that EXTRA CASH
We need you!
LEGAL SECRETARY
RECEPTIONIST
GEN'L OFFICE, etc
COME IN OR CALL
642-3050
ACCURACY TEMPORARY SERVICE
1080 No. Woodward, Birmingham

504 Help Wanted Office-Clerical

CLERK TYPIST $750
For accounting department of major suburban corporation. Handle typing, phone & light accounting duties. Will train to use Burroughs calculator & mini-computer. Full benefits with dental, cost of living & 2 weeks paid vacation. Employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY BOOKKEEPER, full or part time. Automotive pattern and Model shop. Located in Troy. Needs mature, pleasant person for one girl office. Basic office skills and bookkeeping desired. Required to do simple taxes, payroll, and light typing. Call 585-8515

BOOKKEEPER/Secretary. Experienced in taxes, payroll, monthly statements through Trial Balance. Good typing, phone personality very important, must be willing to learn all office duties & responsibilities. Manufacturing company located in Southfield. Send resume with salary desired to Box 372, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

OFFICE GIRL, general filing and typing, accounting and paper work. Apply Paramount Homes, 8 Mile & Spin. 645-1449

HELP WANTED, part time Secretary, hours 8 AM - 1 PM, no experience required. Salary negotiable. Call Phil-Am Realty, 424-8811.

CLERK-TYPIST
High school graduate good in math Permanent position. Good fringe benefits. Salary. Apply H. O. Trice Co., 12930 West 8 Mile, Oak Park.

FULL TIME SECRETARY for Southfield office, typing, shorthand, filing. Pleasant surroundings. Mon-Fri. Contact Mr. Stevens at 557-5216

INSURANCE SECRETARY with general agency experience. Excellent salary. Southfield area 557-4674

LEGAL SECRETARIES

Very active Southfield office needs a well skilled secretary to work directly for one of the partners. Varied responsibilities. Must be able to work well with all types of people. Solid benefit program. Salary to $15,000.
This downtown general practice needs a candidate with good general office skills. Must project a professional image. Nice working conditions. Benefits. Salary to $11,000.
Many other fine openings now available for experienced Legal Secretaries seeking permanent, part time or temporary positions. Never a charge to you for our professional & discreet placement assistance.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-3060
Dearborn 336-5777

BOOKKEEPER, part time, one day per week for small office in Southfield. $4.75 per hour to start. 356-5955

ASS'T BOOKKEEPER
Experienced with accounts payable and Payroll on pegboard system. Paid Blue Cross Blue Shield Insurance. Call Mr. Jones 548-5800

EXCELLENT Typist, very busy office, 3 or 4 days per week. Northwestern & 12 Mile area. 353-4466

KEY DISK Operator. Experienced only. DYNIX 200 equipment. Full or part time. Days. Medical billing office. 12 Mile/Farmington Rd. 553-0850

EXPERIENCED BOOKKEEPER wanted for medical bed law firm. Must be prepared to work long hours, take dictation, chase for minor errors, accept low pay, be humble, obedient and figure out how to save employer money on taxes. Submit confidential resume and salary requirement to Box 370, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERICAL

PART TIME MORNINGS
Working in our Purchasing Department. Typing, filing and figure work. Located in Novi. Contact Paul Wirtig.
464-0600

CHALLENGING position for dependable, well organized secretary. Typing 60WPM, steno 80WPM, figure and detail aptitude. Liberal benefits. Judie Copeland, Mutual of New York.
Equal Opportunity Employer M/F
INSURANCE AGENCY looking for claims check typist. Must pass typing test at 50 WPM. Call 533-2792.

SECRETARY- Typing & shorthand required. Monday through Friday, pleasant working conditions, employee discount. Apply in person Don Thomas Sportback, 6600 Telegraph, Birmingham. 626-9500

CLERK-TYPIST
Part time CETA work experience program. Over 55 years old and a resident of Oakland County. 45-50WPM accurate typing. General office duties, 19 hrs. work week. Partially paid benefits. Call Amy, 967-6500

Accounts Payable

Experienced, to assist in Accounting Department. Must be mature and have an aptitude for figures. Novi area. Call Ms Harrier weekdays 10 AM to 3 PM.
349-5000

ATRACTIVE congenial person needed to act as receptionist, receptionist for a new Michigan marketing corporation. Call Karen, for appointment 478-7020

ACCOUNTING CLERK
Walled Lake firm seeking experienced person for accounts receivable and accounts payable. Type 50 WPM, accuracy a must. Salary open. Send resume including salary requirements to P.O. Box 346, Walled Lake, Mich. 48088.

EXECUTIVE SECRETARY

$950 Monthly
Manufacturers agents located in pleasant offices in American Center in Southfield need experienced secretary. Responsible position requiring ability to work independently. Excellent typing and dictaphone skills necessary. Shorthand desired. Send resume to Box 368 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

AUTO DEALER
wants
CAR BILLER
Experienced. 5 day week. Paid Blue Cross. Many benefits. Call for appointment. Jim O'Brien.
Mulligan of Beverly
274-8800

GENERAL OFFICEC Southfield agency needs responsible person for diversified office position. Must possess excellent typing skills. Good salary benefits. Call 358-4800, ext 201.

BILLING CLERK
Full time position for medical laboratories located in Southfield. Typing and adding machine experience required. Will train in billing. Call between 8 Am. and 1 Pm. for appointment.
355-9622

CLERK TYPIST for Birmingham Sales Office. Experience required. Salary open. Call for appointment. 646-5171.

SECRETARY for Full Time position with excellent typing skills. Payroll and personnel record knowledge and payables experience. Office located in AMC/Building, Southfield. Call 353-0256

FULL Time & Part time Receptionist. Doctor's office, Garden City area. 422-7800.

504 Help Wanted Office-Clerical

BOOKKEEPER-Bloomfield Hills law firm, excellent salary & benefits. Call Mrs. Book 642-7880

LEGAL SECRETARY
Experienced. Good skills. Salary commensurate with ability. Good benefits. Offices in Fisher Building. Ask for Linda. 872-4620

GENERAL OFFICE
Challenging position for person with good math aptitude, typing required, excellent benefits, with rapid advancement opportunities. Southfield area. Call 353-2026

CLERICAL POSITIONS
Immediately available with a Farmington Hills material handling company. Must have good typing skills, and general office experience.
Excellent wage and fringe benefit package as well as pleasant working conditions. Please apply in person between 1-3:30 PM, Mon. thru Fri., at:
WHITLOCK, INC
23231 INDUSTRIAL PARK DR.
FARMINGTON HILLS, MICH.
Equal Opportunity Employer M/F...

SECRETARY to work afternoons and evenings, articulate, good typist. Full or part time. Helen 661-2424

SECRETARY - Southfield. Good secretarial background and phone voice. Approximate 24 hour week. 341-4581

CLERK-TYPIST, no experience necessary. Meet the public. Interesting varied work, centering around operation of our computer terminal. Good salary, regular increases based on merit. Learn to operate computer terminal. See Mr. Leiter, General Finance Corp. 29206 Grand River, Detroit.
An Equal Opportunity Employer

DENTAL ASSISTANT, experienced. No evenings. 4½ days per week. Profit sharing & pension plan. Dr. Frank Reisman, 17333 W. 10 Mile Rd., Southfield. 557-4060

GENERAL OFFICE, Southfield CPA Office needs responsible person. Good typist and pleasant manner. Send resume to 670 American Center Bldg., Southfield, Mich. 48034.

CLERK-Typist, will train on posting machine. 7 Mile and Lahser area. 531-0560

PSYCHIATRIST OFFICE
Approx. 20 hours per week. Rochester area. Call weekdays 10 AM to 2 PM. 375-0020

PART TIME General Office, operate typing necessary. Monday thru Friday, 1 Pm. to 5 Pm. Southfield area. 559-6670

PERMANENT part time position open for accurate typist, mainly typing with some general office duties. Plymouth - Livonia area. Approximately 25 hrs. per week Mon. thru Fri. Call Mrs. Taylor 464-1200

SECRETARY, 2 man Southfield law firm. Nov. 20 to Dec. 1, 1978, steno and typing, legal experience preferred. 559-7130.

INSURANCE SECRETARY full time, experienced preferred, but not necessary. Farmington. 474-4182

TYPIST-CLERK, with good typing. Flexowriter, bookkeeping helpful, pleasant office. Livonia. Send resume to Box 364 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

General office

Typing, filing, detail work. Must be good typist and willing to learn keypunch operation. Southfield area. CALL AFTER 4 PM.
355-2422

WE are a trucking company located in Joy Rd and Schaefer area, looking for part time employee, hours 1-5 PM, starting salary $3.50 per hour. Duties include typing, filing and general office work. Call between 9 AM - 12noon. 272-0245

FULL TIME office girl, all round general experience, good typist. Call Mr Wilson. 353-8805

2-3 DAYS, 4:30 to 5, typing and pleasant phone voice important. Andrews & Associates. Call and ask for Joan 643-6250

PSYCHOLOGICAL Clinic needs secretary with beginned bookkeeping and typing skills. Long Lake and Telegraph area. 646-3500

PLEASANT PHONE personality. National firm. No selling required. Good starting rate plus bonus, plus commission. Work from your office. Monday thru Thursday 5 to 9 Pm. Call for interview only Mrs. Howard, after 3 Pm. 589-1160

TELPHONE
EXPERIENCED

Interesting position in district sales office of major company. Telephoning customers to set appointments for our sales representatives. Lead appointment setting experience helpful. Permanent position with growth potential for right person. Call: 459-3100

MAIL ROOM CLERK - Southfield real estate office is seeking reliable individual for filing, mail processing, switchboard relief and secretarial. 559-2000 ext 117

SECRETARY for Southfield law firm, some experience preferred. 358-4660

SECRETARY - yes. But more. A member of the team. Must type 50 WPM, be an expert phone handler, poised, cheerful, experienced and promotable. No shorthand. For well established advertising marketing firm, salary range $800 plus includes Blue Cross, send resume to J. Bennett, Box 2006, Detroit, MI. 48223

BOOKKEEPER
PAYROLL CLERKc
Experienced in computer payroll, paid payables, receivables, & billing. Salary commensurate with experience. Call Personnel, Mr. Gordon 643-9393

BOOKKEEPER - will train for well paid career. Must have some math aptitude. Work in very fast, team fast. N.W. suburbs. 347-4399

EXECUTIVE SECRETARY

For president of Southfield automotive manufacturer. Good secretarial skills, typing, customer contact, full fringe package. Salary negotiable. Call for interview.
353-5200

TEMPORARY CLERICAL
Will be called upon to fill in year round for people on vacation, sick leave. Must be willing to come to work on short notice (2 hours). Type 55 WPM, will be trained on Bell Telephone PBX. For more information call 559-5700, Ex. 214, Farmington Hills, Michigan.
HONEYWELL INC.
Equal Opportunity Employer M/F

FULL TIME Customer Service Representative for active company. We are looking for someone who is career minded and can work independently. Excellent working conditions. Call Mrs. Crandall for appointment between 9-5. 644-8400

GENERAL OFFICE

Applicant must possess aptitude for figures, and ability to type 45 WPM. Office experience helpful but not essential. For further information contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
553-2000

SECRETARIAL POSITION in Troy. Pleasant personality and phone manner a must. Accurate typing, mortgage experience helpful. Good benefits. Reply box 8868, Troy, Mich. 48099.

SECRETARIAL POSITION
With creative marketing group. Experienced typist, excellent speller, self-starter. Call Mr. Wiktor: 869-2205.

HOUSEWIVES-students-retirees, part and full time help wanted. January to April 1979, free training income tax preparation, 585-3364, 348-2852.

504 Help Wanted Office-Clerical

SWITCHBOARD

Part Time. Available Monday thru Saturday, 5pm-9pm or 9:30pm. No Sundays or Holidays. Excellent benefits. Apply in person 4th level. Monday thru Friday 9:30am-3:30pm.
HUDSON'S
NORTHLAND

IMMEDIATE opening, flexible schedule, full or part time. To run an office in the American Center Building, Southfield for executive shopping center and retail consultant. 559-2868

TYPIST with General Office experience. Fringe benefits. K. J. Law Engineers Inc. 23660 Research Dr. Farmington Hills, 478-3150.

BIRMINGHAM office manager seeking full or part time. To run an office in the American Center Building, Southfield for executive shopping center and retail consultant. 559-2868

PERMANENT Part-time office, afternoons. Typing and previous office experience required. Apply in person. Professional Insurance Associates, 2028 S. Wayne Rd. Wayne, Michigan.

PART TIME for Southfield office. Typing and general clerical office experience necessary. Call Kathy, 569-3219.

Office Clerk
Bookkeeper Assistant

Livonia Manufacturing Company has position for individual with some bookkeeping knowledge interested in learning varied office functions. Very pleasant working conditions. Compensation commensurate with experience and ability. Excellent fringe benefits.

If you are ambitious and interested in learning the varied office functions of payables, receivables, payroll, production control and cost accounting, this is an ideal opportunity to get excellent training and work experience.

Send resume to Box 329, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

WANTED: Bookkeeper, Desk Clerk for established company, must be able to answer phones & type. Send resume to P.O. Box 202, Troy, Michigan, 48099 528-0020

LEGAL SECRETARY, experienced. Southfield Area. Call Terri 559-0022

BUILDING and Management Company needs efficient office girl, 8 Mile - Greenfield area. 861-0212

SECRETARY - Field sales office. Immediate opening is available for an experienced & qualified secretary to work in our Southfield field sales office. Candidate must have excellent typing & shorthand skills. Knowing what's going on in line with experience, plus fringe benefit package. Call Miss Deborah Bressoff for interview appointment 353-6850.

Texas Instruments Inc.

CASHIER for music store, good phone personality, pleasant, neat appearance, over 17, full or part time. Excellent salary & benefits for experienced person. Good opportunity for college student. Immediate opening. Dearborn area. After 19:30 AM 584-8111

NATURE PERSON for general office work. 1-5 PM. Mon. thru Fri. For interview. 553-8123

SHARP GIRL needed with office skills and some medical knowledge. Apply in person at Silver Lake Nursing Center, 23300 Lahser Rd., Southfield near 10½ Mile Rd.

WOMAN FOR Customer Service Department. Must have a pleasant phone personality. Personal interview only. Apply at Slater Wall Covering, 31195 Schoolcraft, Western Middlebelt area, Livonia.

SALES SECRETARY, Excellent opportunity for a dedicated qualified secretary in Sales office of Large Beverage Distributor. Type 55WPM, steno 80WPM. Must be able to handle telephone communications. Salary $800 plus fringe. Good salary, with excellent fringe benefits fully paid. Northwest Detroit area. Call for interview call Ext. 215 835-6400

AD AGENCY, Various duties. Experience preferred, some typing. Oakland County area. 332-5000

SECRETARY for small Southfield Law Office, must have 1 year legal experience. Salary commensurate with ability.
Mr. VanDusen 559-5670

ORDER Department Clerk, typing 55 WPM, clerical skills, math aptitude. Swiftpoint. Large company.
834-4000

BOOKKEEPER/Typist, excellent opportunity for experienced person in busy CPA office. Typing skills required. Southfield area. 557-4960

AUTO BILLER

Experience on Wang Billing Machine desirable, but will train. Super benefits, blue cross, dental, pension, etc. Call Mrs. Jewell.
HINES PARK
LINCOLN-MERCURY
453-2424

GENERAL OFFICE

Property management company is seeking a young lady for typing, filing, posting rents, etc. Southfield area. Beautiful offices. Recent experience not necessary.
358-3777

A NATIONWIDE Computer firm is looking for part time and full time temporary clerical help thru April 1979. No skills required. Will train. Plymouth location. Call Debbie for more information. 459-4706.

MTG. PROCESSOR

Capable person to assist broker in signings, processing and closings. An excellent opportunity for the right person in busy real estate office. Hours open.
SCHRAM REALTY CO.
851-3800

RECEPTIONIST needed for Bloomfield Hills law firm. Telephone experience essential, with light typing. Contact Susan 642-3580.

SECRETARY. Shorthand & typing necessary. All-around general office skills. Experienced. Apply in person: DST Industries, Inc., 34364 Goddard Rd., Romulus.

INSURANCE

Large health insurance carrier located in Southfield now has openings for Medical Claims Processors. Position requires an experienced Claims Approver or someone with a strong medical terminology background. Salary commensurate with experience. For an interview appointment call Joan Kimbro 968-1303

CLERICAL - typing ability - Southfield Insurance Agency. 358-1600

FILE CLERK-TYPIST
Full time for Southfield Insurance Agency. Contact Cindy at 353-5800

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY-for Troy firm. No shorthand, 55wpm typing, great benefits & advancement. $11,000. Fee Paid.

LEGAL SECRETARY-for Southfield. Great company, one to two years legal experience plus 70wpm accurate typing. Shorthand helpful. $850. Fee Paid.

SECRETARY TRAINEE-for Royal Oak, some figure ability. Light typing and shorthand. $650. Fee Paid.

Accuracy Personnel

642-3050 358-2010
CALL OUR
CAREER HOT LINE
642-4254

RECEPTIONIST

Law firm seeks sharp person to greet clients and type 40 wpm. Pleasant appearance and attitude are musts. $680. Call Peggy at
PERMANENT STAFF 353-8505

A UNIQUE SECRETARY

For national firm, type 70, shorthand 100. Travel arrangements, set up seminars, self starter and dependable. $1,100. Fee paid, call Doris Price.
PERMANENT STAFF 353-0505

LOTS OF VARIETY

If you are bored with doing the same old thing, work for this auto supplier. Interesting general office duties. Requires typing of 50 and some get up and go! To $721 Fee Paid. Call Barbara at
Permanent Staff 353-0505

HOLIDAY TYPISTS
Earn extra Holiday money with our Temporary Staff. We need good typists with a flare for answering the phone. Top pay, call today.
TEMPORARY STAFF 524-1752

TYPIST

The Frankenmuth Mutual Insurance Company has a typist position available in their Telegraph Rd. - Bingham Farms office. The position requires a person with typing skills of 55 wpm. Lovely office, good pay and a fine Company Paid benefit program. If qualified call the Branch Claims Manager for interview appointment. 647-4000
An Equal Opportunity Employer

COMPUTER OPERATOR $13,000
For large suburban corporation, with complete benefit package including dental, cost of living and 2 weeks paid vacation plus 1 week paid Christmas vacation. Prefer minimum 1 yr. previous experience. Company paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

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. Prefer 1 yr. Secretarial experience, type 65. Call Jackie.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY

SALES/ENGINEERING OFFICE located in Southfield, that is a division of a major corporation. Position is need of a permanent secretary with experience and good skills. Call Miss Rose for interview at:
358-4070
An Equal Opportunity Employer

GET SPOILED!

OLSTEN SERVICES has temporary assignments that will spoil you!
Secretaries, typists and other office jobs. Top pay, work when, where, you want.
BENEFITS
BONUSES
FREE BRUSH-UPS
NO FEE
CALL OLSTEN
Southfield 557-7711
Detroit 962-9650
OLSTEN
Temporary Services

DEMO'S PART TIME

Interesting promotional positions available now through Christmas in suburban areas. Must be personable and well groomed individual.

Cars necessary
CALL
Southfield 557-7711
Detroit 962-9650
OLSTEN
Temporary Services
OVERLOOKED?
Not in this people oriented firm. They're growing and need your help. Why sit still when this is available. $800. Call Linda Neely.
644-4600
SNELLING & SNELLING AGENCY

SECRETARY

Land Management firm requires experienced secretary with good shorthand & typing skills, pleasant surroundings, Schoolcraft (1-96 Freeway) Near Merriman
522-5030

PART-TIME SECRETARY temporary 8 days, Monday, Tuesday and Friday 8:30 to 12, Wednesday and Thursday 8:30 to 4:30 PM. Pleasant personality, basically and upper? Typing skills, accurate spelling required. Sales-marketing office near Ann Arbor Rd. and Ann Arbor Trail. $3 per hour beginning compensation, possibility of future substitute for sick days and vacation period. Call: Mrs. Good for appointment interview 453-2400.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

Needed at Livonia corporate headquarters of rapidly growing sales organization. Applicants should have at least 2 years experience in accounting. Exposure to payroll, sales journal and installment contracts a definite asset. Starting salary of $180 per week is being offered plus Blue Cross, vacation, credit union plan & more. To schedule an interview please call 525-6500. Monday through Friday 9 AM to 5 PM.

AUTO BOOKKEEPER

Dealership experienced or will train industrious reliable person for warranty claims. Call office mgr. 425-3311, O'Hara Dotsun 35655 Plymouth Rd, Livonia.

CLERICAL

Macauley's - the most progressive retailer of office products in the Metro Area needs several people to do typing & filing at the Oak Park Office - complete fringe benefits, call for appointment, Dan Belanger
PERMANENT STAFF 967-0200

SECRETARY

Mature responsible person needed for busy W. suburban office. Must have good typing and dictaphone experience. Excellent benefits including Dental. $750 to $900. FEE PAID. HURRY. CALL NOW.!
PERMANENT STAFF 522-4710

RECEPTIONIST

W. Suburban company has immediate opening for person who enjoys variety. Requires typing of 45 and pleasant phone manner. Excellent benefits, $650. Great Advancement potential. HURRY, CALL NOW.
PERMANENT STAFF 522-4710

VARIETY TO $700

FEE PAID. Tired of just typing all day? Well this friendly suburban company will offer you lots more. Good typing and an eagerness to learn new things is all you'll need!
SHARROW/SHAM TRAINEE
$650 PLUS. Fee paid. No office experience? Nice company doesn't care. Your good clerical skills are all that's needed for fast advancement.
LIVONIA FEE PAID
Looking for part time work close to home? Nice company needs you for general office work.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SUBURBAN OPPORTUNITIES

MEDICAL LAB TECHNICIAN - 1 year experience in commercial lab. Full benefits. Pontiac. To $18,500.
SECRETARY - shorthand and typing. 20 man staff. Troy. To $9,100.
SALES ADMINISTRATION - Some typing. Benefits. Southfield. To $9,600.
EMPLOYERS PAY ALL FEES
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-8840

LET ME HELP YOU
Find work close to your home. Like this suburban company who needs dependable person Friday. Fee paid. $800 a month. Call Gina.
644-4600
SNELLING & SNELLING AGENCY

EXECUTIVE - secretary - strong typing skills - Southfield - Superb firm, good work experience follow up. $1,200. fee paid.

RECEPTIONIST - secretary. Dearborn company, phone experience, typing. 60 WPM, accurate shorthand, $600, fee paid.

SR. SECRETARY - Southfield, typing 65 WPM. Shorthand 80, good phone skills and experience, benefits, $850, fee paid.

MARKETING - position, experience in feasibility and research studies, travel involved, salary commensurate with experience, fee paid.
LOIS RAY PERSONNEL
559-0560
KEY PUNCH

IBM 129 Card - disc. Fully paid benefits including retirement. Major Medical. Moving to Birmingham. No Agency fee.
BETTY HAMIL PERSONNEL
424-8470

BORED?
Not here! Diversified duties will make your days fly by. New position with expanding company. Typing 50 WPM. Fee paid. Call Linda Neely.
644-4600
SNELLING & SNELLING AGENCY

A $10,000 POSITION
For skills, people, and phone ability in industrial manufacturing company. Flush office, congenial atmosphere, benefits, fee paid. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

NEED AFTERNOON, part time receptionist-uniform general office duties. Filing, light typing, answering telephone. Call LaSalle Electric, Livonia 425-6700

SCHRAMFIELD CPA firm needs good typist, heavy statistical, good salary and benefits. 358-4100

504 Help Wanted Office-Clerical

TYPIST
Good opportunity for person able to type 60 WPM for Southfield based marketing and sales promotion company. Must be accurate and able to set up neat copy. Salary to $150. Please call Personnel Dept. for appointment.
352-9900
An Equal Opportunity Employer

SECRETARY-RECEPTIONIST for general office of manufacturing firm, minimum 60 wpm shorthand skill, handle 5 lines keyboard switchboard, 40 hour week. Good starting wage with scheduled increases. Excellent full range fringe benefits, all company paid. Apply at Superior Products Corp., 29180 Orchard Lake Rd., Farmington, MI. 48018.

SECRETARY
Diversified office duties in busy school office. Must enjoy working with people. Excellent benefits and salary. Call Mrs. Ann Lewis, Birmingham Public Schools, 644-8900, ext. 297.

GENERAL OFFICE - Typing required, good with figures. Southfield Area 353-1434

EXECUTIVE SECRETARY
FEE PAID
Fantastic opportunity with international sales office. Automotive related. Don't miss this! $12,000 plus. Call Joanne.
353-2090
SNELLING & SNELLING PERSONNEL

Secretary

A great opportunity for a sharp Secretary to earn $175. per week or more working in a new ultra modern office located in Livonia. For an easy going attorney. Excellent chance to advance with a growing company called between 11 AM - 5 PM Monday through Friday.
478-3830

TYPIST
Fast & accurate for Bingham Farms/Southfield Law Firm, to train on power typewriter. Availability for possible future evening shift a considerator after training. Call Barb 355-5000

SECRETARY
Bright & sharp to train for legal work in large Southfield law firm. Excellent clerical skills a must! Call Barb 355-5000

SECRETARY

Experienced executive secretary, excellent typing & shorthand skills. Call for an interview. Michigan Life Insurance Co., 28333 Telegraph Rd., Southfield. 355-