Help Wanted

504 Help Wanted Office-Clerical

502 Help Wanted Dental-Medical

RN-LPN starting salaries, and al benefits. Afternoor oht-shifts. Modern vac ight-sautts, modern value frs. Ferguson. NIGHTENGALE WEST 8345 Newburgh Rd. Westland, near Joy Rd. Equal Opportunity Emplo

NURSE AIDES

ALL SHIPTS
Full time considered. Will time good benefits. See Ms. Watkins, NIGHTENGALE WEST 8355 Newburgh Rd. Westland, near Joy Rd. An Equal Opportunity Employ.

RN'S-LPN'S LEADING NATIONAL NURSING SERVICE

OUTSTANDING BENEFITS
TOP WAGES
HOLIDAY PAY
MALPRACTICE INSURANCE
UNIFORM ALLOWANCE
Shift & Weekend Differential
Choose your days & assignment.
No Fees

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334-9220 **SOUTHFIELD**

563-1950

RECEPTIONIST
For Busy Oral Surgeon office.
Southield Area. No Saturdays. Typing Necessary, Bookkeeping & Insurance experience belgiul.
557-664

Lake Rd.

LPN'S OR RN'S - full time or part
time, all 3 shifts, 36 hrs. week or
less, only 1 weekend a month, apply
Bloomfield Hills Nursing Center, 59
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Redford Twp. AFTERNOON SUPERVISOR needed.
Newly revised pay scale. Will orientate nurses in Geriatric Nursing.
Please apply at..
Cambridge Nursing Center, West
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The Nursing Director 255-1010

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Double time for Thandsgiving,
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HEALTH CARE I
SOUTHFIELD ROMIAC
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Owned by Nurses-for Nurses.

RN'S - LPN'S

DAYS & AFTERNOONS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
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3 biks, W. of Labser
255-6450

504 Help Wanted Office-Clerical

KEYLINER

Immediate opening. Permanent part-time, Monday and Tuesday split shiff, about 20 hours per week. Some experience prefer-red, but not essential. Apply in person, Wednesday, Thursday, Friday, Mr. Brown, 50 S. Main, Northville.

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We offer unique opportunities in all phases of book-keeping Many of these positions are close to your home. We can fulfill your needs whether you are seeking permanent or temporary employment. There is never a fee to you. Call us today.

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Needed immediately. Experienced typist, 50 wpm or better, 30 or 40 hours per week, mostly daytime hours. Must be able to learn other composition room machines having typewriter keyboards. Apply in person, Wednesday, Thursday, Friday, Mr. Brown, 50 S. Main Street, Northville, Michigan.

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504 Help Wanted Office-Clerical

thfield based property monagement company seeking general office person.
Must have experience in typing and light bookkeeping.
Good common sense necessary. Pleasant working conditions. Coll Marian:
569-5555

GENERAL OFFICE
Challenging position for person with
good math aptitude, typing
required, excellent benefits with
rapid advancement opportunities.
Southfield area. Cali 253-259

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FEE PAID. Great starter spot for eager individual with good typing who would like to advance with nationalide company. Paid dental injurance too!

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LEGAL SECRETARY for in buse sitorney, Real Estate background belpful, Good typing and shorthand required. Excellent benefits. South-field area. Call 9 AM - 5 PM 509 4809 OFFICE ASSISTANT needed for busy office. Male or Female. Must have car. Various duties. Southfield area. Call 9 AM - 5 PM. 569-4800

GENERAL OFFICE help needed, part or full time. Farmington Hills area, Ask for Gloria. 851-300 A SECRETARY needed to assist real estate training director. A career opportunity for well organized, positive thinking individual, Northwest area. 644-0603

SOUTHFIELD company needs Sec-retary for three salespeople. 3 years office experience plus 60wpm typing and 90wpm shorthand. 811,700. Fee Paid.

ACCOUNTING DEPARTMENT
Individual to work in accounting
department, typing and accounting
experience required. Contact Mr.
Paul Richard
176-8700

Paul Richard 16.500
BOOKKEEPER ASSISTANT
Farmington Rills manufacturer needs gri experienced in account receivable, payables, office procedure, inventory control and interest in computers \$5/3 Modern 5 girl office. Call for appointment. 478-1233

SECRETARY - Southfield, good typing, figure aptitude and TWX experience, clerical background, \$700, fee paid. PUBLICATION - office, work alone, typing 60 WPM, shorthand 100, gen-eral office duties, \$700, fee paid.

Kathy. 6527631
SECRETARY for Life Insurance/
Persion office in Bloomfield Hills. 5
years experience and good typing a
must. Great atmosphere. Call
Wendy 644576

LOIS RAY PERSONNEL 559-0560 ORGANIZED person for general office work, some bookkeeping, lateresting work. 2 person office: must have car. Ask for Nacry or Kathy. 5527631

Bright & sharp to train for South-field real estate office. Pleasant photoe personality and general affice work. No shorthand, varied and interesting work. Salary com-mensurate with experience. Call 643-7000.

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H R Krueger MACHINE TOOL INC. 31506 Grand River Farmington

504 Help Wanted Office-Clerical 504 Help Wanted Office-Clerical

AD AGENCY - in lovely Troy offices need secretary for creative department. Exciting environment and salary of \$750 to start. Benefits, fee paid. EXCELLENT - typist needed by Troy law firm. Salary \$823 to \$560 plus benefits and fee unid

INSIDE - industrial sales spot for person with some college and sale ability. Company offers excelled person with some compatibility. Company offers excellent training program and growth opportunity. Earn \$10,000 while training, Bunefits include tailion reimbursement. Fee paid.

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DIAL A JOB service to hear abou cent openings. 646-8780 ENTRY LEVEL CLERK/TYPIS sibilities include typing and work in a variety of assign-Typing required: 35-40

p.m., relient benefits, Apply Personel partment, 9-11 AM.

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OF SOUTHFIELD
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and opportunity employer M/F/H

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Has need for rater & coder. Good
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Will train. Near Tel 12 Mall. Hours
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Require Shorthand & Good Typing
Sppead. Excellent working
conditions & fringes. \$500. per
month. Farmington Area. 474500.
An Equal Opportunity Employer. GIRL NEEDED for small but busy office in Farmington Hills. Must have a flair for figures, some typ-ing. Non-smoker preferred. 858-900

EVENING (5-9) RECEPTIONIST.
TYPING REQUIRED, 13 MILEORCHARD LAKE ROAD, CALL
JIM STEVENS S1-1800

338-256

FULL TIME position available in accounts payable. Experience desirable. Typing skills required. Salary & good benefits. Apply in person only at United Parm & Chemical office, 24571 Telegraph.

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477-8400

Opening for atternoon shift experienced Operator with 1 to 2 years experience on IBM 360/370 Systems, Good working knowledge of JCL under DOS, DOS/VS, EDOS, or DOS/VMT operating systems necessary. Shift premium, excellent benefits, Call:

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We are a Progressive Sales Promo and Advertising Firm located on the outsidirs of Southfield seeking outstanding individuals with good Secretarial and Organizational skills. Minimum typing 45-50 MPM accurately. Adding machine efficiency and math aphtude. Excellent tinge benefits and working conditions with diversified duties. Call for conditions with diversified duties. Call for

SECRETARY DECKELAKY
University Science Department.
Diversified responsibilities. Exactlent hemeits. Previous experience.
Bachess Mor Science Background
decirable. Send fexture & references: By Dec. 22 to Dr. M. J.
Schneider. Department of MassingSchneider. Department of MassingCompany of the Company of the Company
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LEGAL SECRETARIES

SOUTHFIELD. Your Workmer Comp or medical malpractice er rience will prove very valuable this very active practice, Solid be efits. No fee. Salary to \$15,600. BIRMINGHAM, Pleasant work conditions. Client needs a pleas personality to act as receptionis this busy office. Light typing, fee. Salary to \$8,500.

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SOUTHFIELD. The world head-quarters of this corporate glant needs a secretary for its legal department. Secure, stable environ-ment with top benefits. No fee. Sal-ary to \$11,400.

Many other fine openings now available for experienced legal secretaries seeking permanent, partitime or temporary positions.

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Opportunity for self-starter to work for Branch Manager of equipmen leasing company tone person offices. office).

Requires 25 years general secri-tarial experience with exceller typing skills. Good with phone an existence contact. For further info

643.8844 HBE LEASING 2820 West Maple Rd., Rm 103 Detroit, Michigan 48040

ACCOUNTING Accounts Receivable WASC YOOK, NO has no immediate opening for Accounting Clark, who will be responsible for handling cultured discounts plate to the responsible for handling cultured discounts plate believes of the personnel o Accounts Receivable

Vlasic Foods, Inc.

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

SWITCHBOARD OPERATOR OPERATOR
for 10 key PBX Board, light filing and typing. Full time,
Novi area. Apply between
10 AM and 3 PM, Monday
thru Friday, Mrs. Gilbert.
349-5000 TYPIST for Insurance Agency in Southfield. Good opportunity and salary for right person. Call 355-460

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Large Troy agency needs person
with thorough knowledge of commercial insurance to assist salesmen. Good conpensation and
fringes. Call Mr. Petersen. \$19-500
An Equal Opportunity Employer Agency in right person. Call 350-460

INSURANCE
Agency in Southfield has opening
for an experienced person in melifor an experienced person in melifor an experienced person in melifor an experience of person in the
someone with supervisory capabilities. Good opportunity and to salsary. If you qualify, call 350-460

MORKEFEED. BOOKKEPER - Immediate opening for full charge bookkeper through trial balance for established CPA Firm - Familiarity with pegboard system preferred. Pipendits. Salary to commensurate benefits. Salary to commensurate with experience. Livonia - Cail with experience.

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504 Help Wanted Office-Clerical

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C.P.U. INC.

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504 Help Wanted Office-Clerical

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WASIC FOODS, INC. has an immediate opening for an experienced Secretary/Steno in it's Administration

Department

In 11's Administration Department. This position reports to the assistant to the resource, whin primary responsibilities for administrative functions in the Cedit Department; including typing, credit follow-up, filling, etc. Typing oblilly of a least 60 WPM and minimum of 3 years office experience are required. Please apply os:

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

PART TIME Receptionist needed, for doctor's office in Novi. 349-5170 PROFESSIONAL insurance com-pany in Southfield requires expe-rienced transcriber, 69 WPM, room for growth, call J. Martin 333-000 An Equal Opportunity Employer

Accounts Payable Clerk

Clerk
Requirements include minimum of 3 years office experience, preferably in a manufacturing environment. We require mature self-stater with an above average numerical aphitude. Our payables are computerized and experience in this area would be a plus. Apply at:

VIpsic Foods.

te a pius. Apply at:
Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
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Birmingham location has opening
in commercial lines and personal
lines department for persons with
reperience in underwriting or raireperience in underwriting or raiment and the second of the second
with college background and high
math ability. Opportunity to
become a licensed solicion white
menturate with experience. Ask for
Mrs. Rablam. 646-687 Days. Evenings

nings 63-4251
TYPIST for Southfield CPA office.
Bookkeeping experience desirable.
Permanent position with opportunity for advancement. Contact Donald Nitzkin at: 327-1338 SECRETARY

(Wixom Area) Need sharp, experienced, con-scientious GAL PRIDAY type for career position. Full office respon-sibility. National contractor, Growth opportunity. Send brief resume to: Box 576, Observed & Eccentric Newspapers, 34251 Schoolcraft, Livonia, Michigan 4150.

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AUTO DEALER bookkeeper peeded, experienced with deal-enhip procedures, 5 day week good working conditions, many employee benefits. Call for appointment, Jim O'Brien, Mulligan of Dearborn 274-8800

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Experience helpful but not necessary, will train. Excellent benefits.
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YOUNG LADY with car, to run errands and do light filing for Southfield law office. Ask for Mr. Riley 539-860

Riley
SECRETARIAS position Busicess
office area, Southfield - 13 Mile.
Equal Opportunity Employe.
6023118

AUTO INSURANCE Rater-Under-writer, sharp person, needs no experience, will train. Call Paul Kadish for Interview. 522-6385

RAMIN for Interview. 522-655

ROCHESTER INSURANCE Agency requires experienced, responsible woman to work full time after January 15. Homeowners experience required, general insurance experience helpful. 334-1341.

PERSON to work in insurance office, \$3 per hr. 40 hr. week.

god typing abilis and pleasing personality.

8-8-200

GRL: PHONE answering, light hookerpain, and cashering. Fed to hookerpain, and cashering. Fed to hookerpain, and the research of the rese

EXECUTIVE - secretary, automotive sales and marketing, typing 65 wpm, shorthand 90, good with figures and excellent phone ability. Full benefits, \$500, (ee paid. GENERAL - office , Southfield, good typing, filing, mail work, and errands, 1 year experience, benefits, \$700, fee paid.

SECRETARY - handle plush troy office alone, excellent typing, shorthand preferred, some dictaphone, \$200, fee paid. LOIS RAY

ACCOUNTANT II.

ACCOUNTANT II.

Join graing pension administration company. Must have expension administration company. Must have expension and property of the company of

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FRONT DESK melits, advancement, clothing lowance for your typing and one ability, \$700 month, Call ndee 644-4600 SNELLING & SNELLING AGENCY

AGENCY

PART TIME receptionist/secretary
for Southfield office, Sharp, dependble person with poised business
manner for telephone and general
office duties. Call

509-545 WANTED FULL time file derk BOOKKEEPER, knowledgeable through trial balance to lake charge of accounts receivable & accounts payable for multiple set of books. Contact Jerry Anderson, Camelot Electronics 391-003

reat potential with this staff sp o shorthand necessary. Loads one & follow-through involved \$0.2000 to start. Call \$62.5 phone & follow-inrodge 522-2000 \$750-\$300 to start, Call 562-2000 Your New Boxs Paya Our Fee HARRIET SORGE PERSONNEL 504 Help Wanted Office-Clerical SOUTHFIELD BASED propert

SOUTHFIELD BASED properly management company seek-ing general office person. Must have experience in typ-ing and light bookkeeping. Good common sense neces-sary. Pleasant working condi-tions. Call Marian 569-5555

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Ill time position is open or our Birmingham Office, or Adams & Hoynes. Requires chility to meet the public and be occurate with figures, call manager for interview at manager for forth of Detroit An Equal Opportunity Employer

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Make it happen with this toy firm.
Future guaranteed. Spot offers
people & project formal. \$800.500 to start. Call
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HARRIET SORGE PERSONNE!

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Recepting, Royal Oak area. Art.5500

Recent grad with at least 1 yr., business experience, good mathematical aptitude and common some for fast moving exciting Investment Firm located in Southfield Full benefits. Send resume to Box 562, Octover & Eccentric Newspapers, 3021 Schoolcraft, Livonia, Michigan 40150.

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Typing, shorthand desirable full time, Monday thru Fridan Good working conditions. Di-av:nt on purchases. Apply i

Data

Entry

\$5-\$5.50 Hr.

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GENERAL OFFICE Girl duties include: typing, light bookkeeping and phone handling. Apply - Art Van Furniture, 33223 Plymouth Rd. Livonia.

RECEPTIONIST - typing required Schreiber Mfg. Co., 1258 W. 14 Mile. Classics

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Law Firm needs legal secre
with good shorthand & typing.
Litigation experience pre
d. Pleasant working cond
linsurance benefits, Call 649-3200

SR. STENOGRAPHER
FULL TIME w benefits. If interested please call 281-197 Equal Opportunity Employer M/F

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NO EXPERIENCE NECESSARY,
Person needed for General Office
National Polithating Comeny
Good typing and ability to work
with figures required. Pall company paid benefits. Southfield Loca
Loca Lidit Mice Cark at Industrial
Machinery News.
57-100

ERK - Accounts receivable, bit, 3, bank deposit and assist with ones. Southfield Farmington 333-800 GENERAL OFFICE Girl - duties include: typing, light bookkerping and phone handling. Apply - Art Van Furniture, 35323 Plymouth Rd.,

RECEPTIONIST - typing required. Schreiber Mfg. Co., 1258 W. 14 Mile. Clawson

SECRETARY
Law Firm needs legal secrewith good shorthards & typing
Litigation experience pred. Pleasant working condil. Insurance benefits. Call

649-3200 SR. STENOGRAPHER
FULL TIME
Needed: excellent typist for st
office capable of using distaphe
Pleasant telephone voice. Good 1
4 benefits. If interested please c.

Equal Opportunity Employer M/F GENERAL OFFICE,
NO EXPERIENCE NECSSARY,
PROBLEM SECONDARY,
NO EXPERIENCE NECSSARY,
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TYPIST
Fast & accurate for Large South
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Typewriter, Call Norm 355-500 GENERAL OFFICE clerks, light typing, with knowledge of a 10 key adding machine.

adding machine. \$33.7607
MAJOR INVESTMENT Securities
firm. Southfield location needs
for the security of the s 358-4576 Equal Opportunity Employer M/F

SALES FINANCE DIVISION of National manufacturer has immediate opening for general effice position. Good typing skills required Salary plus benefits. 13 Mile, Northwestern area. Call 551-784 western area, Call \$51.784.

EXPANDING Management Consulling firm needs outstanding can
didate for Secretarial position,
Must be self-motivated, fixeibe and
mature enough to handle variety of
challenging daily responsibilities. A
25 hour work week will grow to a
full time position for the right indvidual, Please call 9 to 5. 567.2222

PART TIME
Secretary, 1.5 PM. Light shorthand
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parking, will train. 644-2015

PERSONNEL 559-0560

TROY office wants experience legal secretary, if you can kee pace with busy general practitioner, accept responsibilities take shorthand and type accurately salary commensurate with ability position open Jan. 5. Call 352-356

COOD TYPIST with some booklooping knowincjes i needed for our
knowing knowing knowing knowing knowing
SEMETARY for Emission company. All secretarial skills
required. North Woodward area.
Excellent working conditions and
Excellent working conditions and
full details to y open. Please send
full details to y open. P AD AGENCY SECRETARY

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ful hi-rise office!. Lots of
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benefits include dertal! To
Fee paid. Hurry for this!
353-2090 CLERK

all Linda Hourigan.

352-1832

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Southfield, Mi 18075

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SWITCHBOARD Key To Tape e need all skills for temporary LERICAL ASSIGNMENTS. If terested apply between 9 and 3 2M. at: 33245 Grand River, Parmington (rear of Village Goldsmith)

Long or short term tempor assignments. Day and aftern shifts available. All oreas of Det and suburbs, CALL

SERVICES 565-0266 "The Kelly Girl People" Equal Opportunity Employer M/F Exec-U-Temp

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FULL TIME Receptionist, peg-board knowledge, appointments, etc. Experienced only, Southfield area. Mouday through Friday, 9 am - 5 pm. Salary open. Call Ann. 358-2760 BOOKKEEPING BOOKKEEPER - Full time experienced thru trial balance for Livonia CPA office. Send Resume to: Box 560, Observer & Eccentric Newspapers, 38251 Schoolcraft, Livonia, Michigan 48150. ASSISTANT counts Receivable and Pay-old department, Some typing, ome experience required, referably living in Form-

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Patentiere Salary commencement with experience. Status of the state of 474-//4-ACCTS PAYABLE BOOKKEEPER
Needed for Madison Heights Area.
Must be experienced. Call Mrs.
S89-200

irt sales department position able for person with good & language skills, Call South-352-8028 AMERICAN LEGAL CLINICS RECEPTIONIST - type 50 WPM, 1 years experience. Coordinated Industries, 30825 W 8 Mile, Livous 476-0398 Opening in Gorden City
Applications taken for Secretary,
type 60 wpm, \$150 per week, evening hours. Call, 28k for Mrs.
Weitzman 381-480

W. BLOOMFIELD business man operating from office in my house needs permanent part time secretary. Reply to P.O. Box 122, Southfield, Michigan, 16037, with qualifications & expected earnings. CLERICAL POSITION available in Southfield for person with good typ-ing skills and the ability to handle a variety of office tasks, Call Kathy, 558-7872 MODERN TROY Office needs experienced full time typist. Will train on Mag Card Typewriter. Salary commensurate with experience. Good benefit package. Equal Opportunity Employer, age no barrier.

SECRETARY
Bright & Sharp, to train for legal
work with large Southfield law
firm. Excellent clerical stills - a
must! Call Barb 2855000 PART-TIME Secretarial-Plymouth Law office, experience preferred, shorthand, hours flexible. 455-1370

SECRETARY for sales department in Madison Hgts. area. Individual must have good typing and short-hand skills. Call Mrs Stevenson for accountment 583-2000 appointment 589-2000
WOMAN FOR Customer service
department, must have a pleasant
phone personality. Personal interview only. Apply at Stater Waltcoverings, 31195 Schooleraft,
between Middlebelt and Merriman.

OPENING for chiropractic assist art in Livonia, full time employ ment for one with experience is typing, office skills and who enjoy rabile; contact Arely to respon and in Livonia, full time employ-ment for one with experience in lyping, office skills and who enjoys public contact. Apply in person, 2748 W. Seven Mile, 9-IPM, 3-SPM Monday thru Friday. PERSON to learn computer oper-ation in accounting office. Livenia area. 251-9470

SECRETARY
FULL TIME position Experience
recessary. Typing, dictaphone, varide office duties. Pleasant working
conditions. Excellent benefits. Call
Measurch Marking Systems: 477-802
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504 Help Wanted Office-Clerical

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29256 Ryan, Werren 573-6440 Eureka, suite 406, Taylor 283-1860 481 Columbia, Detroit 965-7000

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SECRETARY - strong bookkeeping and payroll experience, light typ-ing, self starter, good telepokone voice, I girl office in Royal Oak. \$58-114

LEGAL SECRETARY for Sou field law office. You will be worki LEGAL SECRETARY for South-field law office. You'll be working for I attorney. Experienced. Typ-ing, shorthand, dictaphone required. 335-550

some experience.

ACTS. RECEIVABLE
CREDIT CLEAN
We need sharp individual in our accounting department to handle credit and accounts receivable dutes. Our experience preferred beautions of the control o

RECEPTIONIST

PART-TIME clerk typist, skilled typing 60 WPM. Mimeo, other machines collating, Pleasant working conditions in firminghum area. Send replies, stating qualifications, ic: Box 542, Observer & Eccentric Newspapers, 1621' Schoolcraft, Livenia, Michigan 48150.

Liveda, Michigan 48150.

PART-TIME records and book keeping clerk with some typing. Pleasant working conditions in the Birmingham area. Send replies, stating experience, to: P.O. Bor St. Observer & Eccentric Newspapers, 38251 Schoolcraft, Livenia, Michigan 48150.

PERSONNEL DEPT. age and a potential for career growth in a fascinating business. Please contact, in strict confidence. Nancy Ebel, 313-64-7500 An Equal Opportunity Employer

RECEPTIONIST WANTED for partime mornings in Southfield area N C R 329 Operator, days, off hour or nights available, state salar required. Box 544, Observer & Eccentric Newspapers, 3825; Schoolcraft, Livonia, Michigae 48150.

OFFICE GIRL, full time position, evenings & weekends. Apply at Livonia Hearthside, 15700 Middlebell between hours of 1-3pm, Mon. thru Fri. thru Fri.

SECRETARY-RECEPTIONISTTroy-Interesting variety: Typing,
phones, good on detail. Office experience necessary, commemorate
salary. 588-041

BOOKKEEPER, experienced for public accounting office thru TB, P&L statements, and knowledge of all payroll tax forms. 339-4875 non smoker, 334772 all payroll fax forms, 335425 INSURANCE AGENCY seeking receptionist and switchboard operator with typing skills. No expensions receive necessary, will rain, office necessary, will rain, office necessary, will rain, office necessary, will rain, office necessary will rain, office necessary will rain, office necessary with rain of the received necessary of the re

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