Help Wanted

502 Help Wanted Dental-Medical

SPECIAL Blood needs caller for red cross office in Bloomfield. Must have pleasant telephone voice, ability to persuade persons by telephone. Work hours 4.30 to 8.30PM. For appointment call 334-3584

MEDICAL SECRETARY - assistant, surgeons office in Troy seeks a mature, responsible person with good typing and phone skills. Excellent salary and benefits for qualified individual. Send resume to Box 400, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST for Livonia dental office, part time, 103, front desk including insurance, appointments, recalls, some experience preferred, please send Resume to Box 382, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT-for position as DENTAL RECEPTIONIST with busy practice in Fisher Building-Detroit. No evenings or Saturdays. Must be certified and have good Secretarial skills. 875-5151

DENTAL ASSISTANT-full time in Fisher Building-Detroit. Must be certified with dental materials experience. No evenings or Saturdays. Excellent position for qualified person 871-3144

ORTHODONTIC Chairside assistant, modern, progressive orthodontic practice in Birmingham, experienced required. 647-0696

HYGIENIST to work 2 days in pleasant office, Plymouth - Canton area 349-9299

PART TIME help mornings 5 days a week as X-Ray assistant. No experience necessary, will train. Call Phyllis between 8AM and 2PM at 275-1590

NURSE AIDES

Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement.
EARN $2.95 - $3.60 HR.

APPLY NOW
HENDRY
Convalescent Center
105 Haggerty Plym.
453-6550

DENTAL ASSISTANT - Livonia Area - experience necessary, in 4-handed dentistry, join progressive dental team, excellent salary, & benefits Call 522-6013

RN'S
needed at Northville Regional Psychiatric Hospital. $15,743 to $16,683. Michigan Civil Service benefits. Please contact Mrs. Nixon.
349-1800, ext. 231
An Equal Opportunity Employer

RNS & LPNS
PART TIME-MIDNIGHTS
RNS to start-$8.25
LPNS to start-$5.25
Excellent Benefits
Contact Mrs. Hall, Director of Nursing, Dorvin Convalescent Center, 29270 Morlock, Livonia
476-0550

RNS & LPNS
AFTERNOONS
FULL TIME & PART TIME
RNS to start $8.25 per hour. LPNS to start $5.25 per hour
4pm-8pm shift available. Excellent benefits. Contact Mrs. Hall, Director of Nursing, Dorvin Convalescent Center, 29270 Morlock, Livonia
476-0550

MEDICAL RECEPTIONIST
For busy 3 doctor office, experience required, Birmingham location, no weekends or evenings. Call 647-4420

DENTAL SERVICE MAN
Large dental supply company has immediate opening for experienced dental service man. Salary commensurate with experience. Excellent fringe benefits. Contact Sherry for interview appointment. 591-1050
An Equal Opportunity Employer

AFTERNOON RN Supervisor-Full time position available. Must be experienced, responsible individual. Challenging career opportunity in a progressive, non-profit, 100 bed, long term care facility. Full benefits and attractive salary. For further information, call Miss Harris between 9-5 PM 352-2386

DENTAL ASSISTANT, experienced for modern Troy office. No Saturdays or evenings. Call between 9 AM and 5 PM 362-5288

DIETARY
RELIEF SUPERVISOR
3 yrs. Experience
Knowledge of Therapeutic Diets
Call Mrs. Demarco 12Noon-3 PM
REDFORD
COMMUNITY HOSPITAL
KE 1-4200 Ext. 415

RN-LPN
Good starting salaries, and good hospital, medical benefits. Afternoon and midnight shifts-Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSE AIDES
ALL SHIFTS
Full time convenient. Will train, good benefits. See Ms Watkins.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RECEPTIONIST
For Busy Oral Surgeons office. Southfield Area. No Saturdays. Typing Necessary. Bookkeeping & Insurance experience helpful. 557-4464

RNS, LPN'S
Positions available, full or part time in modern nursing facility in Redford Twp.
AFTERNOON SUPERVISOR needed.
Newly revised pay scale. Will orientate nurses in Geriatric Nursing. Please apply at:
Cambridge Nursing Center, West
18633 Beech Daly Rd.
The Nursing Director 255-1010

RN'S - LPN'S
AIDES
Double time for Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day.
AMC
HEALTH CARE I
SOUTHFIELD PONTIAC
569-2565 338-6880
Western Wayne
593-3480
Owned by Nurses-for Nurses

502 Help Wanted Dental-Medical

RN'S-LPN'S
LEADING NATIONAL
NURSING SERVICE
OUTSTANDING BENEFITS
TOP WAGES
HOLIDAY PAY
MALPRACTICE INSURANCE
UNIFORM ALLOWANCE
Shift & Weekend Differential
Choose your days & assignments
No Fees
MEDICAL
PERSONNEL
POOL
BLOOMFIELD - PONTIAC
334-9220
SOUTHFIELD
569-1950

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

504 Help Wanted Office-Clerical

BILLING CLERK
Company in Troy needs experienced billing clerk. Must be accurate with figures and be a good typist. For more information call Northern Wire & Cable 589-0510

EXPERIENCED Receptionist, typist. Light bookkeeping for steel company. Fringe benefits. Apply 24012 Ryan Rd., Farmington Hills 478-7752

SECRETARY
With ability to exercise independent judgment and perform under pressure situations. Detail minded. Individual with secretarial experience, excellent typing and communication skills (correspondence and orals), good math aptitude and also the ability to compile and prepare reports and charts. Generous company benefits including dental. Apply to Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150. An Equal Opportunity Employer.

CLERK TYPIST
General office duties plus public contact. Some previous office experience desirable but not necessary. Accurate typing & filing skills important. Salary $7,840. Applicants must be Farmington Hills residents, unemployed 15 of the last 20 weeks, & within the lower living standards income level. Call Personnel Office for interview.
CITY OF FARMINGTON HILLS
474-4415
Equal Opportunity Employer M-F

GENERAL BOOKKEEPER - Peghard system. Accounts payable & receivable, various office duties. Redford location. Moving to Plymouth area. Contact Marie 531-4533

KEYPUNCH
Several permanent openings on the afternoon shift. Corporate office of international organization in Troy.
Must have working experience.
Call 362-4444 ext 295, ask for Nancy for an interview appointment.
Equal Opportunity Employer M-F

SECRETARY
Opportunity for self starter to work for Branch Manager of equipment leasing company tone person office.
Requires 2-3 years general secretarial experience with excellent typing skill. Good with phone and customer contact. For further information, call
643-8844
HBE LEASING
2820 West Maple Rd. Rm. 103
Detroit, Michigan 48040
Equal Opportunity Employer M/F

CREDIT
CLERICAL
Full time position open to person with some experience in credit and general office. Good chance for advancement. Benefits include paid vacation, liberal merchandise discout. Blue Cross Blue Shield, apply Personnel Office.
Crowley's
Farmington Store
12 Mile-Farmington Rd.

CLERICAL TYPIST. Fast & Accurate. Real Estate/Mortgage experience helpful but not necessary. Will Train. Southfield Office. Salary Open. Send Resume: Box 418, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE/Telephone Sales: opportunity to train and advance with a progressive company. We need a person who enjoys talking to people. Good typing skills helpful. Corrigan Moving Systems, 2718 Industrial Row, off Coolidge, south of Maple. 549-8700

RECEPTIONIST/TYPIST
Excellent phone manner for busy phones and typing speed of 50 WPM required. Farmington Hills. 553-4800

ADVERTISING AGENCY-Needs a receptionist with 45 wpm typing and friendly disposition. Southfield location. $600 plus benefits. Fee Paid.

PRODUCTION ASST-Birmingham publishing company needs good speller and 30wpm typing. No experience necessary. $600 plus benefits. Fee Paid.

LEGAL SECRETARY-company will train. If you can type 40wpm and have light shorthand. Bloomfield Hills. Great benefits. $800 Fee Paid.
Accuracy
Personnel
643-3050 358-2010

SECRETARY-Livonia ad agency needs immediately a full time experienced Secretary who enjoys a variety of duties. Must be a self-starter and work well with people. Typing 60 wpm, shorthand not required. Excellent benefits. $185. 525-0252

RECEPTIONIST-TYPIST needed immediately. Full time position with Livonia advertising agency. Must have good typing skills and pleasant phone manner. $185. Excellent benefits. 525-0252

504 Help Wanted Office-Clerical

DICTAPHONE
TYPIST
Mature girl to handle all dictaphone transcribing, file maintenance & general office duties. Must excel in typing skills & spelling. Permanent position with fringe benefits in fast moving, detail oriented, Southfield food broker office. Call Mr. Pawlovich between 2 - 5 PM 355-3400

LIVONIA $700
FEE PAID. Friendly boss needs your good typing and light shorthand to help him run busy office.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

FARMINGTON $800 +
FEE PAID. Rapidly growing suburban company needs your bookkeeping experience and flair for organization.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SECRETARY - Birmingham, typing 55 WPM, good figure aptitude and bookkeeping background, light shorthand, benefits. $750, fee paid.

TYPIST - Birmingham, typing 65 WPM, good phone ability, benefits, $715, fee paid.

LOIS RAY
PERSONNEL
559-0560

FULL - charge bookkeeper, for W. Bloomfield realtor. Good experience required. Salary $1100 to $1400 plus benefits.

ACCOUNTING -clerk for Pontiac construction firm. Flexible person with good math aptitude for this variety spot. Salary $550 plus benefits and fee paid.

ADAMS
&
MARTIN
PERSONNEL
920 E Maple BIRMINGHAM
646-5600
DIAL A JOB
24 hr. service to hear about our most recent openings.
646-6780

SECRETARY - American Cancer Society. General office experience. Typing 55 WPM. Telephone experience. Excellent benefits. Salary $8,000 annually. Call Shirley 557-5353

SALES SECRETARY, answer to sales manager. Must be accurate typist, I girl office. Excellent benefit package. Stone Container Corp. call 1-94 X-way. 921-1800

CORRESPONDENT
CLERK
We are looking for a strong typist with good communication skills for our Membership Department. Typing of 60 wpm, knowledge of office procedures, and an ability to organize work are required. If qualified, contact Jean Kendall,
FLORIST'S
TRANSWORLD ASSOCIATION
355-9300, ext. 284

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. 649-3600

ADJUSTMENT
CORRESPONDENT
We are looking for an Adjustment Correspondent for our Credit/Collection Department. The right individual should possess 2 - 3 years of strong clerical, including typing and communication skills. A knowledge of retail collection procedures in Accounting as well as the ability to research customer inquiries is highly desirable. If qualified, contact Jean Kendall.
FLORIST'S
TRANSWORLD ASSOCIATION
355-9300, ext. 284

PERSON wanted for Pricing and some General Office work. Full time, 40 hours. Call Sandy: 531-2340

SECRETARY for small manufacturing office. Two years experience. Phoenix Machine Manufacturing
535-6620

FIGURE FLAIR
Friendly suburban company needs detail oriented person with experience in high volume payables. Matching invoices and checking prices. $9000 Excellent benefits. Fee paid.
PERMANENT STAFF 522-4210

TYPIST - General office & heavy typing for Livonia CPA Firm. Full time position. Send Resume to Box 614 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPIST - Southfield area, typing, full time, must type 65 wpm. Fun, friendly office. Call Eleanor Altman for interview
353-5800 Ext. 60.

TYPIST - speed essential, experienced on phone, needed for expanding Southfield plastics distributor. Excellent opportunity. Miss Lee. 353-2388

CLERK - 37½ hours, filing, light typing, general office work, call for appointment 641-1000 ex. 170

BOOKKEEPER- Full charge for local 5 store chain operation with Southfield office. Experienced in data processing preferred. 273-4118

GENERAL OFFICE - Duties include: typing, dictating machine or shorthand, telephone. Southfield Area. Call 355-1050

EXECUTIVE SECRETARY
Top notch suburban firm will pay the fee for your know-how and personality. Full benefit package. To $10,500. Nice advancements. Call Joanne today.
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY
Needed for Sales Department. Madison Heights Area. Good Shorthand & Typing Abilities necessary. Call Mrs. Stephenson. 589-2600

WOMAN Wanted, light typing, filing & bookkeeping, some driving required. Drivers license & car necessary. 591-0242

504 Help Wanted Office-Clerical

TROY BUSINESS OFFICE would like a typist-receptionist with pleasant personality. Call 362-7170

SECRETARY for Life Insurance-Pension office in Bloomfield Hills. Good typing a must. Great atmosphere. Call Wendy 644-5760

ESTABLISHED TRANSPORTATION Company needs individual with good clerical skills for office work. Pleasant work environment. Call Marilyn. 862-3500

SWITCHBOARD OPERATOR
At least 1 year previous Switchboard experience. Ability to work effectively with the public. Salary $8,350 to $9,286 per year. Excellent fringe benefits. Call Personnel Office for interview.
CITY OF FARMINGTON HILLS
474-4415
Equal Opportunity Employer M-F

INSURANCE
TRANSAMERICA INSURANCE GROUP is looking for a Clerk Typist to perform General Clerical duties in our Southfield Branch Claims Department. Good benefits & working conditions. Please Call CAROL SKLEICK at 353-3500 for an appointment.
An Equal Opportunity Employer

SECRETARY - Farmington Hills, experience required, shorthand and good typing speed. Must be self-starter and enjoy responsibility. Full time position. Call for appointment & send resume to: Engineering Sales Co., G.E. Distributor, 24280 Indoplex Circle, Farmington Hills, Mi. 48018; Attention: Tom Guyton. 478-6100

BOOKKEEPER, experience required with pegboard system, accounts receivable, accounts payable and general ledger posting. Construction office, Wayne area. 722-2250

TYPIST. We will train you on photo-type-setting. Accuracy more important than speed. Full time days. 535-2562

EXPERIENCED Phone Solicitor wanted, salary plus commission call 522-3007

MALE or FEMALE interested in responsible clerical position in young transportation company. Top of Troy Building 362-4400

LEGAL SECRETARY
With Mag Card Experience. For partner in growing Southfield Law Firm. No shorthand required. Excellent working conditions & benefits. 354-3200 ext. 21

LEGAL SECRETARY, no experience. Troy area. 643-7067

A AARON
LEGAL SECRETARY
TRAINEE
Serious lady who can type efficiently. Good starting wages-raises upon performance. Might consider paying for Para-Legal tuition. Call anytime.
569-0478
After 7PM, call
478-8982

SECRETARY for Christian company. All Secretarial skills required. North Woodward Area. Excellent working conditions & benefits. Salary open. Please send details to: Box 496, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST
SWITCHBOARD
Salary $9,000-$10,000 to start. Candidate will be in charge of patient information calls. Will also man switchboard of Detroit Optometric Centers in Southfield.
We are looking for a person with a solid business background, possibly including switchboard, medical, or personnel experience. Due to the importance of this position, a high level of maturity is required as well as the ability to communicate precisely.
40-hour week with part day Saturdays. Excellent advancement opportunities & fringes. Call Personnel 9am-5:30pm at 354-5464

RECEPTIONIST-SECRETARY
For busy office, dictaphone, accurate typist, good phone technique, construction office experience helpful. Excellent fringes. Call Rick Between 8 & 11am at 477-7200

PLYMOUTH OFFICE needs person to answer phones and dispatch from noon to 4PM. No experience necessary. Will train. Call Monday thru Thursday, 8AM-4PM. 455-0900

GAL FRIDAY-One girl office. Livonia area. Excellent bookkeeping skills, experience - Shaw Walker payroll system, time posting and invoicing, telephone answering - All around responsible girl for busy engineering firm. Call 425-9021, ask for Elaine.

BOOKKEEPING, full or part time, accounts receivable and payable. Maple Road & Telegraph area. 647-5250

SECRETARY
STATISTICAL/TYPIST
Immediate Opening. Full time position with CPA Firm. Excellent good communication skills, accurate typing and math aptitude. Light bookkeeping-plus salary and fringe benefit program. Southfield location convenient to Telegraph and 696. For interview call Mr. Pointon, 444-8383

OFFICE Help for retail chain located in Southfield. Experience helpful but not necessary. Includes fully paid Blue Cross and profit sharing. Please call 358-1191

YOUNG LADY with Car to run errands and do light filing for Southfield law office. Ask for Connie. 559-8000

SECRETARY -IMMEDIATE OPENING for person with good typing skills and general office & bookkeeping experience. Farmington. 474-8600

RECEPTIONIST & General Office. Must have good typing skills & pleasant telephone manner. Livonia area. 522-9228

'Accounting Clerk
Southfield based mortgage company has openings in their investor accounting department. Good math aptitude required. Investor accounting experience a plus. Call ext. 254,
355-9200

OFFICE CLERK
Auto repair shop needs clerk for writing work orders, cashiering, taking charge etc. Six day week, paid holidays, vacation. $191.00 per week. Job near Telegraph-Schoolcraft. Apply in person: 31290 Plymouth Rd.
LIVONIA BRAKE CENTER

SECRETARY
For office located at 13 Mile & Northwestern. Must have good typing and shorthand skills. Excellent fringe benefit program. Mr. Rosenwasser. 855-1010

504 Help Wanted Office-Clerical

SOUTHFIELD
Be with this firm as fast trading sessions begin. $750-$800 is just a start with this aggressive group. No shorthand needed. Call 542-8900
Your New Boss Pays Our Fee'
HARRIET SORGE PERSONNEL

MOVE AHEAD
Join this Troy firm as secretary to Chief Exec & look ahead to your future as office manager. Top benefit package. Complements $12,000 start. call 649-4144
Your New Boss Pays Our Fee'
HARRIET SORGE PERSONNEL

POSITION for bright beginner, typing required. Will train in basic office skills. Troy area. Mrs. Robbins. 643-6300

A GREAT BOSS
Needs your help now! Handle phones, do some typing and run occasional errands. $700. Sound interesting? Call Linda Neely
644-4600
SNELLING & SNELLING
AGENCY

OFFICE PERSON
Madison Hts Area
General office experience required. Good telephone voice, good at detail. Must be willing to accept responsibility. Excellent salary & benefits. Apply to
Personnel Department
SHATTERPROOF GLASS
CORPORATION
4415 Cabot Ave.
Detroit, Mich 48210
Equal Opportunity Employer M F

TYPISTS
SECRETARIES
KEY PUNCHERS
Accounting Clks.
We have many interesting assignments open near your home. We pay the highest rates in our industry. Apply now & earn money for Christmas
SOMEBODY SOMETIME
17322 Farmington Rd., Livonia
525-5170

RECEPTIONIST TYPIST
To function primarily as telephone receptionist with miscellaneous typing responsibilities in multi-company organization located in Southfield. Hours 8:30-5PM. Salary open. Call Nancy. 352-0160
An Equal Opportunity Employer

CLERICAL
Inventory Control Clerk
Auto Dealership Parts Department needs person with fair Typing ability and the desire to learn and work in all phases of the parts operation
Call Janet
STU EVANS
Lincoln Mercury
32000 Ford Rd. - Garden City
425-4300

BOOKKEEPER - part time. Through trial balance and financial statement. Southfield area. References. Call 9AM-5PM. 559-3110

Switchboard/Receptionist
Large Southfield mortgage company seeks a responsible & intelligent individual for a very active switchboard. Experience preferred. Call Miss Blake. 353-6700

Receptionist/CRT
Fast growing Troy Company seeks bright, friendly, outgoing individual to answer calls & greet visitors with knowledge of operator. Responsible, Accurate typing skills and numerical aptitude is required. Position enjoys excellent fringe benefits and opportunity for advancement Call Mr. Gertus 549-2400

NEEDED full time telephone operator, typist, receptionist, experienced preferred Call for interview. 261-9400

SECRETARY - law office, full time, Livonia area, typing, 60 WPM, shorthand preferred, salary commensurate with experience 525-9440

FULL TIME order entry phone operator for Novi American Inc. sales office, 42030 Grand River, Novi. Prefer experienced person with courteous phone manner. Excellent working environment with company benefits. Call Mr. Vara 476-8100

TYPIST
General office typist working in sales department. Prefer minimum 1 year office experience. Novi American Inc., 42030 Grand River, Novi. Call Mr. Vara 476-8100

SECRETARY
for busy Sales Engineering office. Initiative plus ability to work independently. Accurate typing. 70 WPM, dictaphone, figure aptitude. Good salary and benefits. Maple-Telegraph area 855-8820

EXPERIENCED legal secretary; downtown Plymouth; 30 hr. week. 453-7755

ACCOUNTING DEPARTMENT
For Accounts Payable. Must be experienced. Full time, good position for aggressive person. Excellent benefits. Salary commensurate with experience. Apply in person, 31633 Stephenson Hwy. Madison Heights, Michigan. Monday thru Friday, between 10 AM & 3 PM.
An Equal Opportunity Employer

SECRETARY
Major insurance company has a responsible position open for a secretary in our sales department. Requirements are accurate typing in excess of 50 wpm, knowledge of dictaphone & math aptitude. Diversified work. Good opportunity for advancement. Full benefits including tuition award program. Southfield area. Call Cheryl Johnson 644-4100.
An Equal Opportunity Employer

ORDER DESK CUST. SERVICE. Reliable, mature person for machine tool distributor. Experienced only. Applied Manufacturing Systems 557-8300

SWITCHBOARD OPERATOR needed. Must have pleasant telephone voice for a busy switchboard. Don Massey Cadillac, 40475 Ann Arbor Rd. at I-275, Plymouth. 453-7500, ext. 29

INSURANCE
Birmingham Agency is looking for a person experienced in Personal Lines, Homeowners. For confidential interview call Mrs. Hunt 644-5809

SECRETARY
Bright & Alert to train for legal work with large Southfield law firm. Excellent clerical skills a Must! Call Barb 355-5000

TYPIST
Fast & accurate for Large Southfield Law firm to train on Power Typewriter. Call Norm 355-5000

504 Help Wanted Office-Clerical

CLERICAL HELP
Willing to learn the insurance business. Typing required. Birmingham 642-1200

SECRETARY for Farmington Hills corporation, candidates must be dependable and organized with the ability to exercise initiative and good judgement. Willingness to work as part of a team necessary. Excellent secretarial skills required. Send resume in confidence to Box 598 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

CLERK TYPIST
Life Insurance Company located in Plymouth has opening for Clerk Typist. Good Typing Skills & Figure Aptitude Required Contact Mr Love 453-8500

RECEPTIONIST
TYPIST
Immediate opening in X ray clinic, medical dental insurance, and profit sharing, reply to Southfield Radiology Associates, 22301 Foster Winter Dr. Suite 102, Southfield, Mi 48075

CLERK TYPIST for sales office located in Southfield Starting salary $550 monthly. Excellent fringes and travel benefits 353-5065

KEYPUNCH
- EXPERIENCE -
Challenging opportunity for bright, intelligent person with keypunching experience or training, with fast growing Computer Service company in International Patent and Trademark Office. If you are a fast learner, like responsibility and variety, and can deal effectively with Blue Chip clients - please call us and tell us why you are the person we have been looking for. Ask for Pam Smith 557-1404

RNS-LPN'S
Needed immediately for local nursing home
835-5410
16415 W. 8 Mile
Temporary Health Care Services

Earn $$
The
Kelly Way
KELLY'S have immediate openings for OFFICE SKILLS Temporary CLERICAL JOBS for KEY PUNCHERS, CLERKS, TYPISTS, SECRETARIES and MUCH MORE. Work as often or as little as you like. Apply at our special recruiting center:
33215 Grand River, Farmington
-rear of Village Goldsmith-
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M F

FULL TIME Receptionist, peg board knowledge, appointments, etc. Experienced only. Southfield area. Monday through Friday, 9 am - 5 pm. Salary open. Call Ann 358-2740

EXPANDING Troy sales office offer permanent secretarial position, good typing and general office skills required. Excellent salary, fringe and working conditions 643-6100

INSURANCE AGENCY will train eager beginner. Good typing skills required. Lovely Southfield office. Call Mrs. Wallace 358-1100

SWITCHBOARD OPERATOR
Two midnights weeks. Apply in person St. Mary's Hospital, 36475 Five Mile Road Livonia

OFFICE GIRL full time position, evenings & weekends. Apply at Livonia Heartshide, 15200 Middlebelt between hours 1-3PM Monday thru Friday.

WOMAN FOR Customer Service Department Must have a pleasant phone personality. Person interested only. Apply at: Slater Walloewings, 31100 Schoolcraft between Merriman and Middlebelt.

EXPERIENCED LEGAL Secretary needed for Bloomfield Law office Call 647-1127

PLYMOUTH area church has immediate opening for full time secretary. Person must have good typing and shorthand skills and basic bookkeeping knowledge. Box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERK/TYPIST for fast growing financial consulting firm. Good potential, good typist, pleasant phone voice a must. 644-4477

ORDER CLERK needed full time to answer phones, take, type and ship orders and keep inventory records. Excellent working area and fringe benefits. 8 AM to 4:30 PM, 5 days week. Send resume only to Kelsey-Hayes Wheel-Inc., 5151 Bellevue, Detroit, Mich 48211

SALES OFFICE TYPIST
Varied duties including transcribing, filing, cataloging, some receptionist duties. Experience preferred. Send resume to: Ace Controls, Box 71-S, Farmington, Mi. 48024

EXPERIENCED FHA Mortgage Processor for large Real Estate firm. Money not the consideration, confidential Call between 6 PM & 8 PM 591-2409

Assistant
STUDIO SUPERVISOR
Portrait Gallery
Do you enjoy PUBLIC CONTACT? Combine this talent with strong clerical skills and you may be the candidate for our unique opportunity.
We are the World's largest portrait photographer and a leader in the industry. Based in prestigious department stores in Detroit, you will be assisting with the administrative duties within the studio. This will require the ability to work with numbers, work independently and, of course, provide customer service.
We offer you a good starting salary and fringe benefits, including profit sharing.
Take a minute now and arrange for a personal interview by calling:
647-2009
PCA International Inc.
An Equal Opportunity Employer

PRODUCTION TYPIST to learn and processing equipment, needed immediately. 435-5330

504 Help Wanted Office-Clerical

TYPIST - RECEPTIONIST major life insurance company needs skilled typist with previous work experience. Pleasant working conditions, fringe benefits, 37½ hr. week work. Office located in Southfield Call for appointment 358-2121
An Equal Opportunity Employer

STENOGRAPHER - CLERK - general office skills required, major corporation in Bloomfield location. call 851-5006
Equal Opportunity Employer M F

GENERAL OFFICE - with good typing skills Livonia area Ask for Mary. 591-2222

GAL FRIDAY
Automotive stamping plant. General clerical duties including, typing, filing, and reception. Good typing and filing skills required. Wages commensurate with experience. Fringes. Apply Kuntzsch Mfg. 32900 Dequindre, South of 14 Mile, Mrs Holloway

GIRL FRIDAY - Fast growing Southfield based company requires girl to work in various areas of our accounting function. Will be involved in daily tasks dealing with incoming and outgoing mail, A/R daily reports, banking, etc. Salary to $125 to start. Excellent benefits. Please call Gary L. Saunders 353-1844

BOOKKEEPER EXPERIENCED-Troy area. Full charge for light industrial plant. Jan 8 through April 1979. $250-$255 week. Call between 9am-4pm. 362-4160

BOOKKEEPER EXPERIENCED thru general ledger. Salary commensurate with experience ? Mile & Lahser area 531-7820

BOOKKEEPING & Secretarial position. Southfield area. Property Management or related experience required. 4-8 day week 569-1962 Eves. 851-3352

KEYPUNCH SUPERVISOR
Afternoon shift supervisor needed experience on inforex necessary. Full benefit package, plus 6% shift premium, plus profit sharing. Southfield location. Please call between 9AM and 3PM. 358-2882

PERMANENT Part-time Secretary, 6 hours a day, 5 days. General office work, large firm, friendly office. Proficient typing, filing for fast paced work day. Perfect for cheerful, ambitious individual. Perfect recent High School graduate. Call Mary 647-2300

EXPERIENCED SECRETARY - Part-time. Construction & Management office. Typing, shorthand & references required. 20-30 hours weekly. Call 9-10 & 1-30 626-5500

EXECUTIVE SECRETARY
OFFICE MANAGER
We need sharp hard working individual to manage executive office of Troy 115 Mile & I-75 corporation. Excellent secretarial skills required to include shorthand and statistical typing. We are looking for a person who is an organizer and self-starter, who needs little supervision and is willing to work overtime when needed. Salary negotiable, excellent fringes & working conditions. Send resume to Box 596 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
An Equal Opportunity Employer

CLAIMS CLERK, light typing, filing. Bloomfield Hills area. Call Lil 647-8200

BOOKKEEPERS, ASSISTANT BOOKKEEPERS, Accounting clerks, work temporary while looking for that permanent job. For top rates, phone Accountants One. 354-2010

General Office
Full time, permanent position. Light typing. We pay your Blue Cross, Dearborn Store. Apply in person 9 AM to 2 PM.
Walter's Home Appliances
39915 Michigan Ave.
1 Mile W. of Newburgh

LEGAL SECRETARY-experienced in probate practice, dictaphone, power typing, Southfield area 354-1050

SECRETARY
Immediately, 12 months, 8 hour day. Shorthand or equivalent required. Benefits. Apply Personnel.
BLOOMFIELD HILLS
SCHOOL DISTRICT
4175 Andover Rd.
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