502 Help Wanted Dental-Medical

RN SUPERVISORS, 3 to 11 and 11 to 7 shifts. Full time positions available for experienced, responsible persons for afternoon shift, BSN. Challenging career opportunity in a progressive, nonprofit long term care facility. Full benefits with a salary range of $14,988 to $15,006. For more information call Eleanor Webb, Jewish Home for Aged 532-7112

RN or LPN for 3 to 11 shift. Blue Cross, Blue Shield, retirement, SAA, insurance, premium holiday pay, sick days, free meals and 3 weeks paid vacation. If you are interested in working in a pleasant environment with an excellent salary, please call Eleanor Webb, Jewish Home for Aged. 532-7112

HYGIENIST - Birmingham office - full time - permanent position. Experienced only able to utilize modern equipment plus skills. Must be poised, sophisticated and responsible. Please call 644-1172

PHYSICAL THERAPY Aide - Positions in Western Suburbs and Northwest Detroit areas in hospitals and convalescent homes. Previous experience in patient care beneficial but not required due to on-the-job training. Call Eve. 961-4060 ext. 325

DENTAL ASSISTANT, good pay, benefits. State age, experience preferred not necessary. Southfield area. Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

HYGIENIST, full or part time. W. Bloomfield general practice. No evenings or Saturdays. 682-4278

NURSING ASSISTANTS

MIDNIGHTS & DAYS

Applications now being accepted. Apply at:

Middlebelt-Hope Nursing Center

36410 Cherry Hill, Westland

326-1200

RN & LPN

AFTERNOONS & MIDNIGHTS

Full or part time. Apply in person at:

Middlebelt-Hope Nursing Center

36410 Cherry Hill, Westland

326-1200

ASSISTANT, Doctor's office in Detroit. Must type, will train as an assistant. Full time. Call between 10 AM & 4 PM. 886-3445

MEDICAL ASSISTANT for Physician's office, Troy-Birmingham area, experience necessary, call afternoons 855-1950

NURSES

Southfield Rehabilitation Center is now accepting applications for R.N.'s and L.P.N.'s. All shifts available. Excellent benefits, Acute Care & Nursing Home Reimbursement plan. No rotation. Contact Nursing Office. 569-1600 ext. 219

502 Help Wanted Dental-Medical

RN - LPNs
FULL or PART TIME
DAYS—AFTERNOON & MIDNIGHT SHIFT

Great salary and benefits. Educational benefits at local colleges and Universities of your choice. Shift Differential. Health Care package. Pension Fund, plus many other great benefits. Apply in person or call for appointment, Mr. Spiro.

427-8270

UNIVERSITY CONVALESCENT & NURSING CENTER

28550 Five Mile, Livonia

(Located between Inkster and Middlebelt Roads)

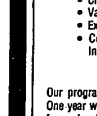
An Equal Opportunity Employer M/F

A Health Saving Services Facility

WE NEED:

NURSE AIDES ORDERLIES

If you are interested in work in the health care field, why not consider our facilities. If you are over 17 years of age, we will pay $3.00 per hour, plus a premium pay of $2.00 per shift for weekends. Benefits include sick pay and vacation pay. Immediate openings on all shifts. Please apply in person on weekdays between 10 AM and 4 PM, and see Camelot for yourself.



CAMELOT HALL CONVALESCENT CENTER

35100 Ann Arbor Trail, Livonia

502 Help Wanted Dental-Medical

FREE CETA CAREER TRAINING FOR LICENSED PRACTICAL NURSE

The City of Livonia CETA program is seeking participants for CETA training as a licensed PRACTICAL NURSE. The program will begin in March, tuition and books will be covered by CETA. Applicants must be Livonia residents, economically disadvantaged or handicapped and high school graduates or GED. Only those interested in a career will be accepted. Preference will be given to qualified applicants according to the rules and regulations of the Department of Labor. Special preference will be given to qualified veterans. Applications must be made at the CETA office, 15600 Farmington Rd., 2nd floor, no later than 4 PM. Tuesday, Jan., 16, 1979. For further information call 522-8870.

An Equal Opportunity Employer

DENTAL HYGENIEST

Conscientious person wanted for office where thoroughness is top priority and time scheduled accordingly. Waterford-Clarkston area. 3 flexible days per week. Reply in confidence to Box 698, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BIRMINGHAM - Dental Assistant for outstanding dental office, bright impeccably groomed and interested in training for long term employment in demanding position. Reply to box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - experienced, 4% days, no evenings. Paid sharing, sick and vacation benefits. 543-1181. After 5 pm 626-1027

DENTAL ASSISTANT, part-time, 2 days a week for Southfield area. Prefer some experience. 477-2500

NURSE'S AIDE - days, 7 - 3, good wages and benefits. Apply in person. Wishing Well Manor, 330 W. Main, Northville.

LPN'S-RN'S-CHARGE NURSES

For 60 bed skilled unit, all shifts, no weekends. Call Parkview Convalescent Care Center. 453-8125

LPN

PART TIME

Days or Afternoons

Apply in Person:

WHISPERING WILLOW MANOR

-Nursing Home-

49650 W. WARREN

Canton 458-7080

NURSE AIDE

FULL TIME

11Pm - 7 AM or 7 AM - 3 PM

$3 AN HOUR TO START

Apply in person:

WHISPERING WILLOW MANOR

-Nursing Home-

49650 W. WARREN

Canton 458-7080

502 Help Wanted Dental-Medical

HEALTH CARE PROFESSIONALS

FULL AND PART TIME POSITIONS AVAILABLE

R.N.'s: $6.60 - $8.40

L.P.N.'s: $5.40 - $6.60

ATTENDANTS: $3.15 - $3.45

SUBURBAN HEALTH CARE SERVICES

Michigan Life Building

28333 Telegraph Road

Southfield, Michigan, 48034

or

Call: 352-7150

Joyce L. Nixon, R.N.

Director

PHYSICAL THERAPIST

We have a challenging opportunity available for a Physical Therapist to treat patients in our small but growing physical and occupational therapy department. We offer an excellent salary and fringe benefit package. For more information please call Personnel

METROPOLITAN HOSPITAL WEST

28240 Joy Rd., Westland

522-6800, Ext. 286

Equal Opportunity Employer M/F

NURSES

All shifts, full and part time. FOR HOUR SHIFTS AVAILABLE ON DAYS AND AFTERNOON.

HENDRY CONVALESCENT

105 Haggerty Rd. Plym.

455-0510

TWO Southfield Internists looking for girl experienced in Venipunctures, EKG'S and injections. Salary negotiable. Call 9 AM-5 PM. 354-8686

DIRECTOR OF NURSING

Parkview Convalescent Center, a 180-bed skilled nursing facility in Ypsilanti, seeks a qualified RN to assume duties as Director Of Nursing immediately. Experience as Director preferred, supervisory experience a must. SALARY - negotiable. For further information, contact Administrator at 483-8125

NURSE AIDES

Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement.

EARN $2.85 - $2.40 HR.

APPLY NOW

HENDRY Convalescent Center

105 Haggerty Plym.

455-0510

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

504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR

Mature, professional person to work in fast paced, detail oriented Southfield food broker office. Accurate typing skills and aptitude for figures - a must. Office experience desired. Permanent position with full fringe benefits. Immediate opening. Call Mr. Pawlovich between 2 - 5 PM

355-3400

RECEPTIONIST for busy Southfield Allergist's office. Moderate typing skills required, 4% day week, no evenings or weekend. Paid Blue Cross & other benefits. 548-6677

SECRETARY for Farmington Hills Law Firm. Will train law office skills to girl with good secretarial skills. Shorthand necessary. Contact Judy 477-7238

504 Help Wanted Office-Clerical

EXECUTIVE - secretary for large Troy Ad Agency. Pleasant boss is top man. Company offers full benefits, salary of $11,000 and pays our fee.

NEWLY - established Troy office of automotive supplier with headquarters in Europe needs secretary. Bi-lingual a plus. Maturity important. Salary $300 plus good benefits and fee paid.

SHIPPING - room clerk for Detroit company moving to Troy. Salary $6700 plus benefits and fee paid.

SALES - people needed for Troy company handling computer supplies and mini computers. No data processing knowledge required. $9000 base plus full benefits and car expenses. Fee paid.

ADAMS & MARTIN PERSONNEL

920 E Maple BIRMINGHAM

646-5600

DIAL A JOB

24 hr. service to hear about our most recent openings.

646-8780

Production/Inventoly Control Clerk

Diamond International in Farmington offers a permanent position. Ability to work accurately with numbers and light secretarial duties are required. Interviews by appointment.

476-7100 Ext. 277

Equal Opportunity Employer M/F

PURCHASING EXPEDITOR

Immediate opening for suburban manufacturer. Purchasing experience helpful. Call for interview.

Diamond International Corp.

476-7100 Ext. 277

Equal Opportunity Employer M/F

SWITCHBOARD/RECEPTIONIST for busy Southfield travel organization. Experienced. Excellent benefits. 357-4833

TYPIST

35WPM - clerical duties. Salary, fringes, Southfield, Cathy. 353-3050

ACCOUNTING CLERK. Full or part-time. Sharp, good with figures. Accounts Payable experience helpful. Apply: Alnor, 2901 Telegraph, Southfield, after 10 AM.

ADVANCEMENT

GENERAL OFFICE work. Some one trainable & promotable. Salary open.

GENERAL OFFICE - Good figure aptitude. Very diversified position. SECY to chief financial officer - Half of your time will be spent doing P.R. work. Excellent salary.

SENIOR for Closure clerk - One to two years exp. Position could lead to a supervisory position within one year.

SECY for plush Rsn Ctr. professional firm. Salary to $12,500.

All fees are assumed by our client companies. For these & other clerical positions, call, come in, or send your resume to:

PROFESSIONAL PLACEMENT PARTNERS, LIMITED

555 S. Woodward Suite 616

Birmingham, 48011

644-2852

OR

400 Renaissance Center

Suite 2700

Detroit, 48243

259-4141

ACCOUNTANT, familiar with income tax, no degree necessary. Experienced key punch operators. Courier with valid Driver's License. Clerical help-helpful. Seasonal employment with a superintendent income tax service located in Livonia at Farmington Road and Schoolcraft. For more information, call Pam-Tax, 464-8719

An Equal Opportunity Employer

SWITCHBOARD/RECPT.

Large Southfield mortgage company seeks a responsible & experienced person to be our active switchboard. Call Miss Blake, 353-8700

PERSON FRIDAY

Wanted for Radio Station. Must Type 65WMP & have general administrative & math talents. Shorthand helpful. AAP/EOE.

546-9600 ext. 210

SECRETARY

Required by manufacturing firm located in Redford Twp. Engineering or manufacturing sales related background necessary. Shorthand helpful. For appointment, call 835-6521.

AUDITING CLERK TRAINEE

Challenging entry level position for sharp person in progressive Southfield firm. Typing required. Excellent benefits. Rapid advancement opportunities. No previous job experience necessary. Call 353-2300

PART TIME

10 AM-2 PM Weekdays

Women to assist in a girl office, must have pleasant telephone voice, typing skills & be good with figures.

$2.50 per hour start, Plus Fringe Benefits.

DAVISON RITE PRODUCTS

22077 Telegraph, Southfield

Bet. 8-9 Mile Rd.

SECRETARY

Wanted by Southfield area steel company. Good figure aptitude & typing required. Full benefits, good starting salary. Call Mr. Schmidt: 358-1138

GENERAL OFFICE for CPA in Southfield. Some bookkeeping and typing. Full time - Permanent. 356-1611

GENERAL OFFICE

Troy firm seeks mature individuals having good judgement. Duties include receptionist, C.R.T. operations, general accounting, typing & filing. Previous experience not essential. Accurate typing skills and numerical aptitude required. Company paid fringe benefits. Call Mr. Gaulzetti 528-1000

GENERAL OFFICE. Experienced typist, full time. Oak Park area. Mrs. Newman 398-7606

ENTRY LEVEL POSITIONS!

Put your good skills to work with these top companies. Call:

SUBURBAN OFFICE SERVICE

477-9042

FEES PAID

SECRETARY - for 3 man sales department. We sell unique products & programs. We are looking for a personable secretary with typing & shorthand skills who is dedicated to learning an important part of the sales staff for an established and growing company in Madison Heights. For interview call Mrs. Stevenson 585-2288

504 Help Wanted Office-Clerical

ACCOUNTING - clerk, Birmingham, bookkeeping experience, expert knowledge of accounts payable, typing 45 WPM, some college, benefits, $750 to $2500.

EXECUTIVE - secretary, Troy, good typing, shorthand and experience required for ad executive, $11,000, fee paid.

LOIS RAY PERSONNEL

559-0560

NOW HIRING

Tymshore, Inc. is now hiring qualified adding machine operators to train as reviewers of tax returns for computer processing. Full or part time. Flexible hours. Call weekdays between 9 AM - 1 PM, ask for Becky or

459-4704

Accounting Clerk

This position requires an experienced person in accounting and clerical functions. Experience in finance helpful but not necessary. Good salary and excellent fringe benefits.

Exotic Rubber & Plastics

32936 Industrial Park Dr., Farm.

477-2183

VARIETY OFFICE

$700 PLUS

FEE PAID. Friendly suburban boss will train eager self-starter with good typing for variety spot. Hurry!

TOWN & COUNTRY EMPLOYMENT CENTER

474-1717

GENERAL OFFICE, Part Time, West/Bloomfield area. Typing necessary. Hours: 1 PM - 5 PM Monday thru Thursday, Saturday, 9 AM - 5 PM. Sunday, 11 AM - 5 PM. Call 851-7711

EXECUTIVE SECRETARY-for division of large Southfield corporation. Requires 60wpm typing plus 70wpm. shorthand helpful. Self starter, three years experience. Lots of responsibilities. $11,000. Fee Paid.

CUSTOMER SERVICE REP for consumer products, local territory. No selling. Transportation furnished. Good benefits. $9,000. Fee Paid.

BOOKKEEPER FOR Southfield firm. Full charge responsibilities. Light typing. $12,000. Fee Paid.

CALL OUR CAREER HOTLINE 642-4234

ACCURACY PERSONNEL

642-3050 358-2010

NEED MATURE GAL for typing and general office in small friendly surroundings. Moving to Farmington this Fall. 538-8619

WINTER BLAHS?

Cheer up and make some money, our client companies need all kinds of office clerical skills. Top wages. Work when you desire. Call

642-3050

ACCURACY PERSONNEL

SECRETARY wanted, full time position with Southfield CPA firm. Our girl office, interesting position for reliable person capable of accepting responsibilities. Statistical typing helpful, salary based on experience. Please call Joyce, 559-5840

BOOKKEEPER - Experience necessary - part-time evenings and Saturday for Southfield CPA Firm. 557-9440

SECRETARY WANTED

Full time secretary for professional office in Southfield Town Center. Must be accurate typist and have good English skills. Salary commensurate with ability. Good benefits. Ask for Mary. 353-1050

CLERICAL & ADMINISTRATIVE

Excellent opportunity, duties are varied, stimulating, challenging & rewarding.

Must be able to deal effectively with people in mature, pleasant & responsible manner. Good voice, aptitude for figures & spelling, typing 50 wpm, transcription & invoicing helpful.

We offer a good starting salary with proficiency increases, salary reviews, progress evaluation & career counseling. Employee family medical, hospital, income & life insurance protection. Paid vacation. Retirement.

ANN SMITH

569-2333

An Equal Opportunity Employer

TYPIST- Experienced for Farmington CPA office. Financial reports, dictating machine. Permanent. 478-7440

TYPISTS TYPISTS!

MANPOWER

TEMPORARY SERVICES

18600 Middlebelt, Suite 318E, Liv. 478-1130

26793 5 Mile, Redford 538-3130

26675 Woodward, Suite 305 Huntington Woods 543-1030

An Equal Opportunity Employer

TEMPORARY NO FEE

SECRETARIES STENOS DICT. TYPISTS SR. TYPISTS

Get the best assignments in town at the highest rate of pay. We respect your needs and preferences and will put you to work when and where you prefer. 1 easy phone call will give you all the information you want.

478-8350

OFFICE PERSONNEL POOL

BOOKKEEPER NEEDED

Must have auto dealer experience. Don Massey Cadillac, 40475 Ann Arbor Rd. (at I-275). Plymouth. 453-7580 ext. 30

FULL TIME person, experienced in Accounts Payable and Receivable, for general contractor. Small office, Wayne. Telegraph area. 663-6180

SECRETARY for Plymouth law firm, excellent typing ability, dictaphone experience and shorthand preferred. Salary open. 453-4884

SOUTHFIELD ATTORNEY needs legal secretary with defense experience. Salary open. Call Vicki 352-8300

504 Help Wanted Office-Clerical

EXPERIENCED Secretary for busy development firm. Real Estate background helpful. Good typing and shorthand required. Excellent benefits. Southfield area. Call 9-5 PM 569-4850

SWITCHBOARD OPERATOR

for 10 key PBX Board, light filing and typing. Full time, Novi area. Apply between 10 AM and 3 PM, Monday through Friday, Mrs. Gilbert.

349-5000

SECRETARY needed for law firm. No shorthand necessary. Good typing and dictaphone skills a must. 348-2980

RECEPTIONIST needed for Detroit bid distributor. Duties will include: assistance on mini-invoicing computer. D.P. exposure desired. References and salary history required. Reply in confidence to Box 704, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

FULL TIME position open for File Clerk in Southfield law office. Pleasant atmosphere. Call Vicki, 353-6505

MANUFACTURER'S Rep in Highland Park requires responsible male/female, highly motivated, willing work looking for long term employment. General office, good with figures, accurate typist desirable. Salary, life and company benefits. After 7PM. 544-1551

TYPIST with statistical typing ability and knowledge of filing. Full time position with benefits. Salary commensurate with experience. Call 474-2000

SECRETARY - automotive manufacturers rep. Must have shorthand and typing. Southfield. Call Dorothy. 424-8200

STENOGRAPHER - IBM Executive typewriter, shorthand essential, law office. Honeywell Building, Southfield. 358-3600

RELIABLE experienced legal secretary, 3 years minimum experience. Southfield area. 569-5050

RECEPTIONIST for Birmingham 3-company office. Answer phones. Typing: general office work. 9 AM - 5 PM. 647-5528

STENOGRAPHER -All around office worker, good shorthand & typing required. Reply to Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MATURE WOMAN with typing and shorthand skills, 4-1 days a week as personal secretary. Call 646-7419

WOMAN for general office work, must type and be good with figures. 353-3161

AUTO DEALER

Northwest area GM Dealer needs experienced light bookkeeper with knowledge of accounts receivable and accounts payable. Excellent pay and full fringe benefits. Contact Mike Sante at Morris Buick Co., 342-7100

CLERK TYPIST-Pleasant telephone voice, Northwest Detroit. Starting salary $650 per month. 345-5131

TYPIST

If you enjoy typing (50WPM) plus some general office work, this position may interest you. Westside Location.

Call for appointment 755-4400 Ext. 206.

ACCOUNTANTS PAYABLE CLERK

Individual with some Accounting knowledge to handle all Accounts Payable functions for small Detroit Manufacturer. Will be involved in Purchasing & Inventory Control. Send Resume to: Controller, 12281 Schaefer, Detroit, Mich. 48227.

KEYPUNCH OPERATOR

Part time. Livonia. Fast, accurate, $4.25. 525-8360

PART TIME Clerk-Typist. Independent Oil Company sales department needs mature women to work four or five hours each day doing variety of clerical typing activities. Send resume to: P.O. Box 10, Bloomfield Hills, Mi. 48013

ACCOUNTS RECEIVABLE

Dearborn company has a full time opening for an experienced A/R clerk. Duties include maintaining delinquent followup and preparing reports. Send resume with salary requirements to: P.O. Box 856, Dearborn, Mi. 48128, Attention Accounting Manager.

RECEPTIONIST-TYPIST

Part-time, 1-5 PM Daily. Birmingham: Maple - Lahser Area. Call Mr. Vetter 353-7310

GENERAL OFFICE, bookkeeping knowledge helpful. Southfield area. 568-2309

BOOKKEEPING/Secretarial position. Southfield area. Must have property management or related experience. Eves: 851-3252

CLERICAL Position, good employee benefits; experienced typist, some phone work, accounts receivable & other secretarial duties. Monday through Friday 8 AM - 5 PM. Call for appointment

SECRETARY WANTED: 9-6PM, Livonia Area. Call anytime for appointment. 477-8283

SECRETARY - 1 girl office, typing, neat handwriting, accurate with figures, full time, excellent working conditions. 22649 Research Dr., Farmington Hills. Call 477-8283

SECRETARY

Southfield Law Firm. Experienced & Good Typing Required. Legal experience not necessary. 358-8870

BOOKKEEPER

Full Time position

With Growing Company in Troy. Applicants must be familiar with Accounts Receivable, Payroll, Etc. Good Salary & Benefits. Send resume in confidence to: Box 758, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY - We will train bright person with good shorthand, typing and math aptitude. Good fringe benefits. Immediate opening. 354-2313

CLERK-TYPIST

Permanent Part-time. National Publishing Company needs accurate Typists (minimum 30WPM) who like detailed work for their Circulation Dept. Work in pleasant surroundings, 4 hrs. per day, morning or afternoon, 4 days per week, in our modern new office building. We will train you for this job. Apply In Person between 9-4 PM, 20216 Southfield Rd., Southfield Office Park near 13 Mile, Mies Bolton Industrial Machinery Mart

An Equal Opportunity Employer

SECRETARY

Able and motivated person for small Southfield office. Typing and skills required and number aptitude helpful. Will train. 8 AM - 5 PM, 5 days, $175 per week. Mrs Reeder, 354-9087

PERSON WANTED to help with typing and payroll. Part time now, full time later. Livonia area. Mrs Cosness 522-3280

CLERK needed for General Office duties: Part time, evenings and weekends. Apply at Wichita Pantry, 20633 7 Mile, Livonia. Equal Opportunity Employer.

RECEPTIONIST - light typing for law office. 10 Mile-Evergreen area in Southfield. 8:45AM-5:15PM, weekdays. Begin immediately. 356-1727

504 Help Wanted Office-Clerical

ORDER CLERK

We have a challenging, variety-filled position available at our modern distribution center. Our ideal candidate has had experience writing/coordinating orders preferably in an Electronics operation and has good communication skills. Experience in CRT is necessary, figure aptitude helpful.

At Panasonic, one of the World's leaders in Electronics and Home Entertainment products, we can offer you pleasant working conditions, paid Hospitalization and Life Insurance, 11 paid Holidays, Profit sharing, employee discounts and more.

To arrange an interview, please call or apply:

SID KING

477-2760

PANASONIC

DETROIT DISTRIBUTION CENTER

22975 Hesperich Drive

Farmington, Michigan

Equal Opportunity Employer M/F

INSURANCE RATE CLERK

Experienced Casualty Rate Clerk wanted for large insurance company located in Troy. Part time position approximately 20 hours per week. Hours adjustable.

CALL MR. COWELL

643-6433

An Equal Opportunity Employer

GIRL FRIDAY needed. Office experience a must. Typing, filing, invoicing, purchase orders, freight. Steel warehouse. Physically Fit, dependent upon experience. Call Pfau or Hiles. 478-7060

OFFICE MANAGER

Experienced individual required to manage office and handle accounting functions. Send resume to: CPA interviewing for client. Roger L. Duval, P.C. 511 W. Big Beaver, Suite 211, Troy, Mi. 48084

ACCOUNTS RECEIVABLE Clerk - Birmingham area. Must have experience in accounts receivable, payable, and payroll. Salary commensurate with experience. Call Gordon. 642-8393

GROUP INSURANCE. Secretarial and rate calculation. For Southfield group insurance office. Good pay and full fringe benefits. Call 354-5858

OFFICE MANAGER

Able to set up and run heavy telephone sales office. Must be qualified supervisor. Excellent All-Brite Mirror Works. 341-6302

SECRETARY

We have an excellent position for a good organizer who enjoys responsibility and likes working with people. 55 wpm typing, a figure aptitude, and some artistic ability helpful - but not necessary, for our busy sales office. Experience necessary. Call Nancy: Investors Diversified Services, 21900 Greenfield, Southfield. 569-1000.

Equal Opportunity Employer M/F

CLERK - TYPIST

For Insurance Forms. Accuracy essential. Troy Area. For interview Call 362-1850

GAL FRIDAY, one girl office. Phone, general office and light bookkeeping; for small firm. Call between 9 and 4:30 PM. 535-8108

COMPUTER DATA Entry operator, should be familiar with Data entry devices and System III, model 15-5 preferred. Afternoon shift. Please contact George 525-1500

PART TIME

General Office Work

Must have all around experience in small office. Redford Twp. area. Call Friday AM, for appointment. 531-3339

SEC'Y/RECEPTIONIST

Immediate full time opening for mature person with an established Troy firm. Must have good typing & shorthand skills. Neat appearance and able to assume responsibilities. 585-1850

DO YOU LIKE DIVERSITY?

Small office needs girl with good typing skills, to answer telephone, do payroll, assist with accounts payable and receivable. Must be able to handle responsibility, benefits, salary according to experience. 27060 Pelgrocian. Inkster. 562-4444

EXECUTIVE SECRETARY

To Director of Administration and Finance of large Metropolitan Detroit Health Research Organization. Prestigious, high-paying position for individual with top-level secretarial and organizational skills. Please contact: Personnel Department 833-0710 for appointment.

An Equal Opportunity Employer

TYPIST RECEPTIONIST needed for a mental health clinic in the Northland area. Call Kaye Hyder 557-1008

RECEPTIONIST - Full and part time, Northwest Section, $2.90 per hour. 31 & 5 Block. 425-1323

Clerical Positions

Mothers of school aged children, full time jobs available with flexible work schedules. Basic office clerical responsibilities. Presently located in Southfield, moving to Livonia, March 79. For appointment call

569-2220 Ext 224

GENERAL OFFICE-PART TIME

Experienced, mature person for part time general clerical duties Monday through Friday. Emphasis on accounting, accounts receivable plus telephone, figure work, typing and misc. duties. Must be dependable and have proven successful work record. Send resume to: Branch Manager, Burroughs Corp. O.P.O./B.P.D., 23815 Northwestern Highway, P.O. Box 5021, Southfield, Mi. 48037. No telephone calls please.

An Equal Opportunity Employer

SECRETARY - 2 Man industrial sales office, Downtown Northville Location. Requires Mature person with authorized typing organization and communications skills to handle correspondence and proposal work and act in salesman's behalf during their absence. Salary based on experience. Fringe benefits included. Call 348-7807

LEGAL SECRETARY. 5 days, 9 to 1PM. Ask for Linda 556-7312

BOOKKEEPER ASSISTANT

Farmington Hills manufacturer needs girl experienced in Accounts Receivable, Payable, office procedures, inventory control and interest in computers-S/34. Modern & girl office. Call for appointment 478-1320

WOMAN FOR Customer Service Dept. Must have a pleasant phone personality. Personal interviews only. Apply at Sister Wall Covering, 31105 Schoolcraft, between Middlebelt & Merriman.

LEGAL SECRETARIES wanted for full time positions in Southfield law firm. Salary plus benefits. Please call Office Manager for appointment: 353-5454

RECEPTIONIST/TYPIST for Southfield management company. Type 50-60 w.p.m. Pleasant personality and experience with Call Director. Send resume to: Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE. Several clerical openings. Apply in person, 10 AM - 4 PM. Vic Tanny main office, 1300 No. Woodward, Birmingham.

504 Help Wanted Office-Clerical

CLERK TYPIST

Immediate opening for Typist to work at our Mortgage Office located at 12 Mile & Farmington Rds. Must type at least 45 WPM accurately, previous office experience desirable. Apply in person from 10 AM to 4 PM, Monday through Friday.

1st Federal Savings of Detroit

33333 W 12 Mile Rd.

Farmington Hills

An Equal Opportunity Employer

GENERAL OFFICE, accurate typist to be trained on computer terminal. Also telephone and general filing duties. Office experience necessary. Excellent salary, fully paid hospitalization, liberal vacation, sick days, other fringes. Medical group plan. Paid holidays. Permanent. West Dearborn location. Call Mrs. Dolan between 12 Noon - 2 PM: 284-2581

EXPERIENCED Full-time invoice typist. Farmington area. 476-6122

CLERK TYPIST

Needed for CPA office in Southfield. Full or Part time. Call 352-5550

Blue Print Operator

Immediate opening for Blue Print Operator in Engineering Department. No experience necessary, will train. Must be reliable, and self-starter. Please apply or call:

Ingersoll Rand Co.

Automatic Production Systems

23200 Halstead Rd.

Farmington Hills, MI 48024

477-0800

An Equal Opportunity/Affirmative Action Employer M/F/H

BOOKKEEPER, experienced thru trial balance and payroll. Good working conditions and fringe benefits. Send resume to Box 740, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BUSY manufacturing plant in W. Bloomfield has positions open for: receptionist with good typing skills and a computer aptitude, clerical with light bookkeeping experience. Both positions necessitate a good background with at least 2 years experience. Interviews daily from 2-5 pm.

HEROLITE INC.

7550 Westloop Rd.

(E. of Haggerty)

No Phone Calls, Please

GIRL needed, must be good typist & able to handle responsibility. 1523 N. Main, Royal Oak. Call 548-1550

MANAGEMENT

Move Ahead firm promises promotion to assistant spot soon. $1,000 start, needs no shorthand. Call 569-4144

Your New Boss pays our Fee!

HARRIET SORGE PERSONNEL

GENERAL OFFICE

$650 Plus Fee Paid

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SECRETARY/RECEPTIONIST - Near 7 Mile & Middlebelt. $700 per month. Apply at: 29200 Vassar, Suite 541, Livonia.

CLERICAL

Southfield CPA office, misc. duties including filing, typing, distribution and mail. Good benefits. Parker Wilton & Company, 215 Travelers Tower. Call Miss Yolan 354-4890

504 Help Wanted Office-Clerical

SECRETARIES

NBD has openings for secretaries in our Main Office. Ideally you have had some general secretarial experience which has prepared you to efficiently perform diversified secretarial duties. You should have shorthand skills at 80-100 w.p.m. and a typing speed of 45-55 w.p.m.

You'll like the attractive salary and comprehensive benefits plan which accompany these positions, as well as the pleasant working conditions. Apply in person between 10 AM - 3 PM at:

NATIONAL BANK OF DETROIT

611 WOODWARD AVE. DETROIT, MICH.

NBD

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FLINT INK CORPORATION

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