502 Help Wanted Dental-Medical

RN'S LPN'S
Full time, all shifts, fringe benefits. Pleasant working conditions. Bedford Villa Nursing Home, Southfield. 557-3333

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

INSURANCE BILLER for medical office. Must be familiar with all forms of insurance. Opportunity to learn computer billing. Full time. Call Charlene. 477-3509

MEDICAL ASSISTANT
Experienced. Full time, afternoons. Must have knowledge of V.P., EKG and X-Ray. A challenging position in an expanding emergency department. Good pay benefits to person. Ask for Dee 591-0440

MT OR MLT
Part time weekend position, available in Chemistry in private lab. Call Monday thru Friday 12 - 3PM. 557-8080

RNS & LPNS
Full time afternoons, part time midnights. Apply in person.
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile
476-8300

NURSE AIDES
Full time, all shifts. Apply in person.
WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile

Registered Nurse
with psychiatric experience desirable. Full & part time (3 or 4 shifts including some weekends) for afternoon & midnight shifts. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

DIRECTOR OF NURSING
For newly remodeled 50 bed facility. BSN degree. Minimum of 3 years experience in psychiatric nursing. Call Personnel and arrange for an interview. 474-3500
Ardmore Acres Hospital
19810 Farmington, Livonia

RN'S, LPN'S
ALL SHIFTS
Apply in person
MEDICOS
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
2 blks. W. of Lahser
255-6450

NURSE AIDE
Full time days. Apply in person.
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield
352-7390

PART TIME Medical Assistant or Receptionist in progressive, non-profit group practice. Must have experience for Pediatrics Office located in Farmington Hills at 10 Mile & Grand River. Call between 8 & 10 PM. 238-3652

RECEPTIONIST-for modern, progressive Dental practice, full time-4 day week. Westland area 422-5500

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 18 Mile

502 Help Wanted Dental-Medical

MEDICAL SECRETARY for part time position-insurance experience preferred. Northland area. 588-5137

"It's Your Career
Give it your best shot
DETROIT
OSTEOPATHIC
HOSPITAL
Wants You!
RN'S
3-11 full & part time
11-7 full & part time
LPN'S & MLPN'S
3-11 full & part time
11-7 full & part time
NURSING
SUPERVISOR
(Ass't Director)
3-11 full time
Excellent wages & benefits
Call for appointment
869-1657

DENTAL RECEPTIONIST & office manager, experienced preferred. Livonia area. After 3pm 626-4480

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.

AWARD OFFER - $500 Bonus for full time R.N. or L.P.N.S. Excellent fringe benefits. Starting Salary R.N.'S. $12,500-$13,800, L.P.N.S. $10,500-$11,500. Shifts. Farmington Nursing Home. Call before 4 PM. Mrs. Lindow. 477-7404

DENTAL Hygienist, Thurs. Fri. Ford - Middlebelt Rd. area. Handwritten resume to: P. O. Box 466, Garden City, Mi. 48135

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. 875-5161

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

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

RNS & LPNS
Full and part time. Afternoon shift. No rotation of shifts. Good salary and fringe benefits. Excellent working conditions. Apply in person.
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 18 Mile

MATURE, RESPONSIBLE Women, experienced in Blue Cross & Medicare preferred. Send Resume to: Box 738, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT
Conscientious & Dedicated Person wanted to assist in a progressive group practice. Top Medical & Fringe Benefits & excellent starting Salary. 1 yr. previous experience required. Westland Area. Call 722-5130

RN
We have an opening for a Registered Nurse to work on the midnight shift one night a week in our Emergency Room. If you are interested in this part time position in our small suburban hospital, call Personnel for more information.
METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

RN or LPN for 3 to 11 shift. Blue Cross, Blue Shield, retirement, S&A, insurance, premium holiday pay, sick days, free meals and 2 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

502 Help Wanted Dental-Medical

REGISTERED NURSE
We have an immediate opening for a Registered Nurse in our Special Care unit. Part time 24 hours per week, afternoon shift. ICU or CCU experience required. Our excellent salary scale includes cost of living allowance and our professional staff offers a congenial, friendly work atmosphere. For more information, please phone the Personnel Department.
METROPOLITAN
HOSPITAL WEST
28303 Joy Rd. Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

RN
PERI-OPERATIVE CENTER
We are currently seeking an RN to work full time (7:30 AM - 4 PM) in our Peri-operative Out-patient Surgery Center. The ideal candidate will have good patient rapport and be innovative to develop patient teaching sheets and aid in implementing this new unit. Previous OR experience preferred. We offer an excellent pay rate and a comprehensive, fully paid fringe benefit program. Qualified applicants call Mrs. Verway at:
869-3600, extension 413
METROPOLITAN
HOSPITAL
1800 Trowbridge
An Equal Opportunity Employer

NURSE AIDES
Some openings for mature individuals for full or part time. To start-$2.95 to $3.25 hour. Flexible hours-7am-3pm, 3pm-11pm, 11pm-7am. Apply in person only. No phone inquiries accepted. Interview, Monday thru Friday, 10am-3pm.
Dorvin Convalescent, 29270 Morlock, Livonia. On Middlebelt, one block south of 8 Mile

DENTAL HYGIENIST AVAILABLE
Specialist's office, Dearborn area. 274-9860

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

RN SUPERVISORS, 3 to 11 and 11 to 7 shifts. Full time positions available for experienced, responsible persons for supervisors. Prefer BSN. Challenging career opportunity in a progressive, non-profit long term care facility. Full benefits with a salary range of $14,500 to $15,000. For more information call Eleanor Webb, Jewish Home for Aged 532-7112

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
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

NURSES - Live-in and Out Companions. Also Party Help and Domestics. Limar Inc. 647-3240

RN & LPN
AFTERNOONS & MIDNIGHTS
Full or part time. Apply in person at:
Middlebelt-Hope
Nursing Center
38410 Cherry Hill, Westland
326-1200

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, 15426 Farmington Rd., 2nd floor, no later than 4 PM, Tuesday, Jan., 16, 1979. For further information call 522-8870.
An Equal Opportunity Employer

BIRMINGHAM - Dental Assist. for outstanding dental office, bright impeccably groomed and interested in training for long term employment in dentistry position. Reply to box 680, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT - experienced, 2 days, 40 evenings. Profit sharing, sick and vacation benefits. 543-1181. After 5 pm 626-1077

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

NURSES
All shifts, full and part time, FOUR HOUR SHIFTS AVAILABLE ON DAYS AND AFTERNOONS.
HENDRY CONVALESCENT
105 Haggerty Rd. Plym.
455-0510

NURSE'S AIDE - days, 7 - 3, good wages and benefits. Apply in person: Wishing Well Manor, 520 W. Main, Northville.

LPN
PART TIME
Days and Afternoons
Apply in Person:
WHISPERING WILLOW MANOR
-Nursing Home-
49650 W. WARREN
Canton 459-7060

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 459-7060

NURSE
AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for midnights.
EARN $2.95 - $3.60 HR.
APPLY NOW
HENDRY
Convalescent Center
105 Haggerty Plym.
455-0510

504 Help Wanted Office-Clerical

PART-TIME
DISPATCHER/CLERK
The Plymouth Police Dept. is accepting applications for a Part-time position of Dispatcher/Clerk. Minimum age, 18 Yrs., average of 16 hours weekly at $3.34 per hour. Knowledge of general office procedures, typing and filing essential. Apply in person to Insp. Cannon, Dept. of Police, 201 S. Main St., Plymouth, Tuesday thru Saturday until 3 PM.

BOOKKEEPER
Full time with some experience for a Southfield CPA Office. Knowledge of financial statements, taxes a plus. Fringes. 557-5257

EXEC. SEC'Y
To assist our Executive Vice President. Must possess excellent figure aptitude as well as typing & stenographic skills. Ability to deal with clients on high level of communication as well as working with company salesmen. Excellent growth opportunity for highly motivated person. Woodward & Mile vicinity. Call Personnel Manager, Silver's Inc. 883-4410

DICTAPHONE and General Office Clerk wanted. Mon thru Fri 4 to 8 p.m. Part time schedule, 9-5, 3 day week. $3.75 per hour. 646-0989

ORDER
CLERK
We have a challenging, variety-filled position available at our modern distribution center. Our ideal candidate should have experience in writing/coordinating orders, preferably in an electronic operation. A typing ability, good phone communication and general office experience is needed. Strong figure aptitude is helpful.

At Panasonic, one of the world's leaders in electronic and home entertainment products, we can offer you pleasant working conditions, paid hospitalization and life insurance, 11 paid holidays, profit sharing and employee discount -and more. To arrange an interview, please call or apply:

PHIL CANDELA
(313) 477-2760
PANASONIC
28975 Research Rd.
Farmington, Mich. 48024
Equal Opportunity Employer M/F

SOUTHFIELD LAW FIRM
TYPIST-Fast and accurate to train on word processing equipment.
Call Mr. Bernstein
355-5000

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
Typing and shorthand skills earn you good pay with this suburban firm. Phone contact with a variety of companys, excellent benefits, fee paid.
PLACEMENT PLUS
PERSONNEL : 358-3250
SECRETARY-To $850
FEE PAID
Excellent opportunity with Large Company in Plush office.
Must have 2 years secretary experience, excellent typing.
GRAEBNER EMPLOYMENT
23400 MICHIGAN AVE.
VILLAGE PLAZA - DEARBORN
565-5262

COORDINATOR,
Combine the challenge of working for these two Executives, with the pleasure of Pontiac Location. Lot of client exposure, plus $190-$195 start. Call 645-4144
Your new Boss pays our fee!
HARRIET SORGE PERSONNEL

EXEC. SECY.
Administrative Asst. to assist near special touch as aid to busy & traveling exec. $12,000-$13,000 plus start bonus. Prestige & public contact exposure. Call 649-4144
Your New Boss pays our fee!
HARRIET SORGE PERSONNEL

AVAILABLE NOW

Legal Secretaries to	$975
Secretaries to	$850
Clerk Typist	$850
Keypunch	$780
Insurance Rater	$750
Receptionist	$710
Dictaphone Transcriber	$671
Senior Clerk	$650
General Office	$600

Many other positions available in the N. E. and N. W. Suburbs.
ALLIS ADMISSION PERSONNEL
Quakertown Plaza 23969 Hamilton
Farmington Hills 553-3100
Saturday by appointment

GENERAL OFFICE-bookkeeping, typing. Southfield area. 646-3395

NEED GOOD typist and general office worker for 3 day week in Southfield office. Salary based on skills. 557-3929

FILE CLERK
Wanted for Southfield office in Southfield. Minimum experience acceptable, no typing, permanent, good benefits. NAS Creditors Service Inc. 353-0300
Equal Opportunity Employer M/F

ADMINISTRATIVE ASST
No experience necessary.; Our office needs a clerk who thinks public contact, taking payments and can type 45 wpm. You will be trained to operate a computer terminal. Good salary and many other outstanding benefits.
GENERAL FINANCE CORP.
22036 Grand River, Detroit
Equal Opportunity Employer M/F

GENERAL
OFFICE
MANPOWER
TEMPORARY SERVICES
Immediate openings, 5 pm - 10 pm, Southfield location, also day shifts are available in all locations.
We Need You!
19600 Middlebelt, Suite 310E, Liv.
478-1130
24755 S Mich., Flatford
538-3130
26075 Woodward, Suite 305
Huntington Woods
543-1080
An Equal Opportunity Employer

MEDICAL RECEPTIONIST
$10,000
For family medicine department of large hospital, schedule and greet patients, type letters and assist with insurance forms. Type 50, any medical experience helpful. Evenings or Saturday. Full benefits with dental plan.
425-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

HOSPITAL SECRETARY $12,000
For major medical center, no previous medical experience is necessary however some past secretarial experience preferred. Type 50, light shorthand helpf. Full benefits with dental plan and cost of living.
425-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY
VIASIC FOODS, INC. has an immediate opening for experienced Secretary/Steno in its administration department. Will be responsible for the secretarial and related duties for the assistant to the Treasurer and Credit Manager and will assist with other clerical functions in the Administration Department. Typing ability of at least 60 WPM and minimum of 3 years office experience are required. Please apply at:
Viasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

MAIL CLERK for downtown Detroit law office. High school graduate, good phone voice. Pleasant environment in own building across from Renaissance Center. $135 per week. Pat Patterson. 882-5100

GENERAL OFFICE HELP
To learn purchasing and follow up. Full time. Redford area. 531-7539

CLERICAL - Marketing sales office in Southfield requires 2 experienced people. Full time Mon-Fri. Pleasant. Mon-Thurs. 4-9P.M. Sat.8-5:30 PM. Send resume to Box 778, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY-GEN'L MGR
MANUFACTURING
Typing-shorthand, travel arrangements, mature. Salary $18,000 to $12,000 to start. Excellent benefits, including dental. No agency Fee.

LEGAL SECRETARY-TRAINEE
SOUTHFIELD
Will train on word processing, excellent typing-dictaphone skills 9-5:30, $11,000 minimum-range. Paid benefits. No agency fee.

DRAFTS PERSON WITH TYPING
Much vendor contact, purchase orders, etc. $10,000-$12,000 absolute minimum. Fully paid benefits. No agency fee.

CLERK-TYPIST
Good math aptitude. Much diversified duties. Typing 45-50. Salary $700 range minimum. Excellent benefits including dental. Agency fee reimbursed monthly.

SEC. TYPIST - FERNDALE
50WPM, accurate, shorthand nice, good phone voice & personality. $850 min. Starting salary. Excellent promotions. Fully paid benefits. No Agency Fee.

CLERK TYPIST - DAY PARK
Excellent billing experience, good typing, will train on computer. Starting salary $700 plus COLA equals over $10,000 yearly. Benefits to dental & glasses. No Agency Fee.

WARREN AREA
Personnel Assistant
Excellent typing, minor personnel experience required. $9,000-$11,500. Range. Fully paid benefits including dental. No Agency fee.

BETTY HALL PERSONNEL
424-8470

504 Help Wanted Office-Clerical

BOOKKEEPER, experienced thru trial balance and payroll. Good working conditions and fringe benefits. Send resume in Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NO SHORTHAND
$750
FEE PAID. Friendly suburban company needs, your typing of 70 and eagerness to learn new things. Beautiful suburban offices. Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

LEARN - Computer, Troy legal firm needs general office clerical. Phone work, good with figures. Salary $750, plus benefits and fee paid.

LARGE - Birmingham company needs secretary able to deal with clients. Company offers full benefits, salary $780, 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

SWITCHBOARD
OPERATOR
Full time position available for responsible Switchboard Operator/Receptionist with pleasant personality. Diversified duties require good typing and general office skills. Some switchboard experience preferred. Please apply at:
ADVANCED TECHNOLOGY
& TESTING
12921 Stark Rd.
Livonia, Michigan
An Equal Opportunity Employer

INSURANCE OFFICE, part-time, to work into full time. Livonia area. Call between 9 and 5 PM, 477-9111, 477-4201

TRAVEL RECEPTIONIST
Great opportunity, super travel benefits for the outgoing individual with switchboard experience.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SUPER JOB
$11,000 PLUS
FEE PAID. A flair for organization and good clerical skills are the key to top position with well known firm.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

RECEPTIONIST-TYPIST, mature, with experience. Full time, 9-5. Southfield area. For interview, call for appointment. 358-2970

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

TYPIST - 60 WPM, lots of phone work, benefits, $625, fee paid.

GENERAL OFFICE - Typing 65 WPM, filing, mail, accuracy important to learn IBM 35 computer, Troy firm. $750. Fee paid.
LOIS RAY
PERSONNEL
559-0560

X-RAY RECEPTIONIST $180 -
For major hospital complex, greet patients, pull file for doctors and process admission forms. Type 40, full fringe benefits including uniforms, dental plan, cost of living and raise in 6 days.
425-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

DICTA SEC'Y
Friendly W. suburban company needs dicta typist with good communication skills for diversified position in plush office. Good starting salary, full benefits, room for advancement and company pays our fee. Hurry!!
PERMANENT STAFF 522-4210

FRONDESK RECEPT
$130. Sparkling personality needed to greet people & type! Rosemary Ford Employment Service, 424-8416

SALES ASSISTANT $700. Dynamic Sales Exec. will hire out-going typist now! Please call Rosemary Ford Employment Service 424-8416

504 Help Wanted Office-Clerical

EXECUTIVE SECY. $12,000 assist a Senior Partner in a prestigious Firm! Call Rosemary Ford Employment Service 424-8416

Acct.Clerk Typist
Fast growing company seeks ambitious, hard working clerk with accounting background. Typing of 50 wpm required. Excellent benefits and raises. $9000 Fee paid.
PERMANENT STAFF 353-8605

ACCOUNTS PAYABLE $180
For Farmington company, verify invoices, process payments and handle light typing. Full benefits, excellent advancement company paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTING CLERK $175
Prefer some previous general accounting experience, handle varied duties for rapidly expanding suburban company. Full benefits, company paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SUBURBAN SECRETARY $875
For Vice President of rapidly expanding suburban corporation. Schedule meetings, handle confidential correspondence and book travel arrangements. Excellent benefits with dental and profit sharing. Company paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

PERSONNEL RECEPT. $150
Great opportunity, handle employee reports, assist with screening, type 45, full benefits with dental, cost of living and an excellent advancement potential. Raise in 90 days.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

NEED WORK?
Work where and when you want for top $$$.
Typing (45wpm) Stat Typists
Receptionists Typing Clerks
TEMPORARY STAFF CO
Livonia 525-0580 Marge
Southfield 353-6507 Pat

A CLERK TYPIST
For national company, with new offices in suburbs, offers excellent benefits, advancement and $450 month. Fee paid. Call Gina.
644-4600
SNELLING & SNELLING
AGENCY

TYPISTS
National firm offering interesting position with varied duties. Good typing speed and accuracy required. NAS Creditors Service
474-1717
An Equal Opportunity Employer

TELEPHONE RECEPTIONIST -
Southfield Law Office. Call Charlette. 358-3000

TYPIST
$750 PLUS
FEE PAID. Super job with suburban accounting firm. Stat typing experience is a real plus.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

Secretary
A great opportunity for a sharp secretary to start her week-end off more working in a new ultra modern office located in Livonia. For an easy going atmosphere & a chance to advance with a growing company. Call between 11 AM - 5 PM Monday through Friday.
478-3830

SECRETARY
Challenging opportunity for experienced secretary. Minimum typing 70 WPM, shorthand 100 WPM. For further information contact Personnel Dept.
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
553-2000
12 Mile & Farmington Rd
An Equal Opportunity Employer

SECRETARY for Southfield law firm. Good office atmosphere, will train legal procedures. 358-4460

SECRETARY
Your sparkling smile and skills of typing and light shorthand qualifies you for spot in international department of this Plymouth area company. Beautiful offices, great benefits. Room for advancement and company pays our fee. $750. Hurry!
PERMANENT STAFF 522-4210

CLERK TYPIST - Southfield corporation needs person with good figure aptitude to work in payroll/personnel department. Experience not necessary. Call Gail 352-8020

504 Help Wanted Office-Clerical

DIVERSIFIED DUTIES
Our Southfield company offers lots of people contact along with typing, filing, phones. Must type 50. Benefits. 356-1818

FULL time mature woman, general office skills, typing, minimum shorthand or speed writing. Vicinity 13 Mile - Southfield. 645-5110

ACCOUNTING
OPPORTUNITY
SOUTHFIELD AD AGENCY
We seek a bright, energetic person to learn all facets of our business as it relates to the Accounting function. A wide range of responsibilities will include account, reconciliation, billing verification, call on past due accounts, telephone contact with clients, some letter writing and typing, maintaining systems, and interfacing with all departments in the agency.
You must be experienced, professional, qualified and a good hard worker to handle this very visible position.
Call Lynda Alexander. 353-5129, between 9 AM - 12 Noon.
Equal Opportunity Employer M/F

INVENTORY CONTROL -
Lathrup Village company needs person with good figure aptitude and typing. Full benefits, good starting salary. Call W. Schmidt. 559-9139

SECRETARY - Southfield manufacturing company seeking person with good typing & shorthand skills to work in corporate accounting office. Salary open. Call Gail 352-8020

Assistant Manager
(No Experience Required)
VA approved. Excellent opportunity with national firm. Apply in person.
Creditrift of America, Inc.
22150 Plymouth, Livonia
EOE

OFFICE ASSISTANT
FEE PAID
Excellent suburban company needs your personality and skills. Typing and posting experience necessary. To $800.
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARIES
Start the New Year with a new & exciting position.
SECY to the Pres. -12K-
SECY for busy CPA -11.5K-
SECY to Finance V.P. -10K-
ACCTS payable trainee -7K-
All fees assumed by our client companies. For other Clerical & Secy positions call, come in, or send your resume to:
PROFESSIONAL PLACEMENT
PARTNERS, LIMITED
555 S. Woodward Suite 816
Birmingham, 48011
644-2852
OR
400 Renaissance Center
Suite 2700
Detroit, 48243
259-4141

HEALTH CLAIMS EXAMINER, 7 Mile and Lahser area. Salary commensurate with experience. 01-7050

BOOKKEEPER - experienced through general ledger. Salary commensurate with experience. 7 Mile - Lahser area. 01-7050

SECRETARY-ASSISTANT
Opportunity for ambitious, intelligent, outgoing individual with good typing and shorthand skills. Position needs perfection and responsibility. Salary commensurate with experience. Fringe benefits to learn. Pleasant working conditions. Contact beautiful Livonia appointment call 353-5200

TOP-LINE conscientious receptionist. Needed for company on the move ... must be an excellent typist, experienced in filing and possess a pleasant personality ... salary open ... 5 day week ... Southfield area ... Mrs. Cline. 569-7425

ADMINISTRATIVE
ASSISTANT
Large suburban firm needs good organizer in their corporate development department. Benefits plus $975. Call now:
353-2090
SNELLING & SNELLING
PERSONNEL

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, Tuesday through Friday.
1st Federal Savings
of Detroit
33333 W 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

PART-TIME mature woman, light typing, bookkeeping. Experience helpful, not required. 525-7365

SECRETARY-National bookstore chain located in Livonia has an immediate opening for an experienced Secretary-Typing, dictaphone typing and the ability to take some shorthand or speed writing are all essential requirements. Minimum two years experience. The successful applicant must have demonstrated ability to organize and manage a work load for several individuals. For further information, call Rea Hafele 525-1500

BOOKKEEPER - Full charge, experienced. Payroll & payroll taxes, pegboard system through trial balance. Excellent fringe benefits & pay. Novi area. West End Welding & Fabricating. 474-8858

SECRETARIAL POSITION for Farmington Hills based firm. Typing skills required. Call Ms. Hanson 851-1900

INSURANCE
Casualty rater for agency in Southfield. Excellent fringe benefits and working conditions. Salary commensurate with experience. 355-4400

ASSISTANT CREDIT Collection manager, experienced credit collection manager for wholesale distributor. Must be capable and understand accounting principles and be accustomed to handling large volume wholesale accounts. Salary commensurate with experience. Apply in person, ask for Mr. Guzar, 12060 Beech Daly.

EXCELLENT opportunity for mature, bright receptionist - typist, 55 wpm, fringe benefits. Nice atmosphere. Bloomfield area. Call 332-8068, Ext. 17

SALES OFFICE
TYPIST
Varied duties including transcribing, filing, cataloging,some receptionist duties. Experience preferred.
CALL FOR APPOINTMENT
ACE CONTROLS, INC.
23435 INDUSTRIAL PARK DR.
FARMINGTON HILLS
474-8412

INSURANCE SECRETARY
With general insurance experience. Excellent salary and good working conditions. 12 Mile - Southfield Rd. area. 557-4671

SECRETARY for rapidly expanding Farmington Hills Management Co., starting opportunity for advancement. Applicants should possess excellent secretarial skills. Mrs. McBride, 9 AM-4 PM, Mon. thru Fri. 851-8400
Equal Opportunity Employer

FULL or part time experienced legal secretary for Redford law office. Salary commensurate with experience. 255-4720

RECEPTIONIST dependable, for busy office. light typing. Call 557-0770

SECRETARY
Professional association located in Farmington seeks Secretary with good basic skills. Should have aptitude for working with members and the maturity to be able to deal effectively with members of the public. Should be a self starter capable of assuming independent responsibilities quickly. Outstanding benefits and good working conditions. Salary range $9,000 - $11,800. Send resume to J.W. Benedict, UVRA, 30125 Drake Rd., P.O. Box 7, Farmington, MI 48024

CLERICAL position open in Troy for girl to work posting daily production records. Job will also include other clerical duties including preparation of reports. For further information, call Mary Miller, 886-4777

504 Help Wanted Office-Clerical

PART-TIME TELLERS
TYPISTS
SECRETARIES
CLERKS
National Bank of Detroit will be interviewing at the Birmingham Community Center for Part-Time Tellers and other part and full-time positions as: Typists, Secretaries, and Clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you earn. Come in and visit our Employment Interviewers at the Birmingham Community Center, 380 Bates, on Wedesday, January 17, from 10 A.M.-3 P.M.
NATIONAL BANK OF DETROIT
NBD
An Equal Opportunity Employer M/F
We Employ the Handicapped

Graham Mortgage Corporation
A SUBSIDIARY OF
MANUFACTURERS NATIONAL BANK OF DETROIT
is seeking qualified personnel to fill new positions created by outstanding corporate growth. If you are interested in a career opportunity in the Mortgage Banking field with a company that offers an attractive compensation program & excellent fringe benefits, consider your qualifications for the following positions:
MISC. CLERKS
CLERK TYPISTS
MORTGAGE DOCUMENT CLERKS
ASSUMPTION OR PAY-OFF CLERKS
TAX & INSURANCE CLERKS
MESSENGER-MAIL CLERK
For Interview, call Miss Landygo
355-0500
An Equal Opportunity Employer

PURCHASING
SECRETARY
National printing ink manufacturer headquartered in Redford, (Schoolcraft & Telegraph), requires person to process orders and communicate with suppliers. Applicant must possess pleasant telephone voice and strong typing skills. Purchasing experience helpful but not required.
Send resume, call 538-6900, ext. 10 for application, or apply in person between hours of 9 AM to 4 PM.
Flint Ink
FLINT INK
CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

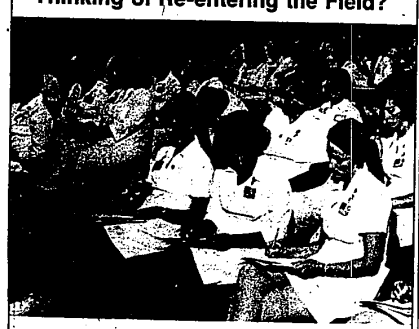
504 Help Wanted Office-Clerical

SECRETARY
GENERAL OFFICE
For 2 Man Regional office of National Company in Farmington Hills.
Excellent benefits.
851-9797
(an equal opportunity employer)

PAYROLL ASSISTANT
A growing N.W. suburban company has a career opportunity for an individual with several years payroll experience.
The ideal applicant should have at least an Associate Degree with experience in Payroll Taxes helpful.
Along with an attractive salary and benefit package, we offer to you a working environment that stimulates career growth. Please send resume or letter outlining past experience and salary requirements to:
BOX 774
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft,
Livonia, Michigan 48150

PART TIME TELLERS
8 Mile - Schaefer,
Northwestern - 13 Mile Rd.
Mon. 9 AM - 5 PM & Friday, 9 AM - 7:30 PM
Sylvan Lake
Mon. Thurs., 4 PM - 7:30 PM & Sat. 8:30 - 1:30 PM
Greenfield - 8 Mile Rd.
Mon. - Fri., 12 Noon - 4 PM
or 8 Mile - Schaefer
Mon. - Fri. 10 AM - 2 PM
Permanent part time teller positions available at the above locations. Applicants for Teller work should be HSG with 1 year full time business experience or 1 year of post high school education. Should be available to attend 9 days full time paid training downtown Detroit. Excellent working conditions, competitive hourly rates.
APPLY:
MANUFACTURERS BANK
Greenfield - 8 Mile Rd.
20500 Greenfield, Detroit
Tuesday, January 16, 1979 only, 1:30 PM - 4 PM
An Equal Opportunity Employer M/F

RN's
Thinking of Re-entering the Field?



Special Nursing Seminar
January 23, 1979
9:00 a.m. - 12:00 noon
If you've been away from nursing for at least five years and have the desire to resume your practice, you could qualify for University of Michigan's Re-entry to Practice Program. Our career counselors will aid you in evaluating your skills and determining the level and field best-suited for your re-entry into the health care profession. You will participate in a six-week orientation program designed to familiarize you with the facilities, procedures, and philosophies of U of M Hospitals, while bringing you up-to-date on modern nursing practice. You have the background needed to develop a successful career.
We'll help you get your skills back in shape; from there, opportunity for advancement is limitless.
We are sponsoring a one half day introductory program on January 23, 1979 from 9:00 a.m. - 12:00 noon.
Light refreshments will be served.
No obligation on your part . . . just a chance to learn about nursing today at U of M Hospitals.
For details call collect:
(313) 763-3010
University of Michigan Hospitals
Nurse Employment Office
3280 HFPB, Box 46
Ann Arbor, Michigan 48109
A Non-discriminatory Affirmative Action Employer

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