

502 Help Wanted Dental-Medical

RN
PERMANENT CENTER
We are currently seeking an RN to work full time (7:30 AM - 4 PM) in our Perinatal Center. The ideal candidate will have a BSN, a minimum of 5 years experience, and a strong background in neonatal care. Salary commensurate with experience. Please send resume to: **PERINATAL CENTER**, 1000 E. 12th Ave., Suite 100, Denver, CO 80202. Equal Opportunity Employer.

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST
We have a challenging opportunity available for a Physical Therapist to work in a private practice setting. The ideal candidate will have a B.S. in Physical Therapy, be licensed in the state of Michigan, and have at least 2 years of experience. Salary commensurate with experience. Please send resume to: **PHYSICAL THERAPY CENTER**, 1000 E. 12th Ave., Suite 100, Denver, CO 80202. Equal Opportunity Employer.

502 Help Wanted Dental-Medical

NURSES
ADULTS, full and part time. P.O. Box 1000, Denver, CO 80202. Equal Opportunity Employer.

502 Help Wanted Dental-Medical

NURSE AIDES
Some openings for mature individuals for full or part time. To \$20-\$25 per hour. Flexible hours. 3pm-7pm, 11pm-7pm. Apply in person only. No phone inquiries accepted. Interview, Monday thru Friday, 9am-5pm. **DAVING COMPANY**, 29270 Maroon, Loveland, CO. On Middle, one block south of 8 Mile, Denver, CO 80202. Equal Opportunity Employer.

502 Help Wanted Dental-Medical

RN'S-LPN'S LEADING NURSING SERVICE
OUTSTANDING BENEFITS
TOP WAGES
HOLIDAY PAY
MAINTAINING INSURANCE
UNIFORM ALLOWANCE
Shift & Weekend Differential
Choose your days & assignments
No Fees
MEDICAL PERSONNEL POOL
BLOOMFIELD-PONTIAC
334-9220
SOUTHFIELD
380-180

502 Help Wanted Dental-Medical

HEALTH CARE PROFESSIONALS
FULL AND PART TIME
P.O. BOX 1000, DENVER, CO 80202
L.N.'S: \$6.40 - \$8.40
R.N.'S: \$12.15 - \$24.45
ATTENDING: \$32.15 - \$24.45
SUBURBAN HEALTH CARE SERVICES
Michigan Life Building
28333 Telegraph Road
Southfield, Michigan, 48034
Call: 352-7150
Joyce L. Nelson, R.N.
Director

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
President of Detroit based publicly held corporation requires the services of a mature EXECUTIVE SECRETARY with good administrative skills. Must possess superior organizational skills, good judgment, self assurance, initiative and be capable of managing own time with little direction. Will handle some public relations work and have direct contact with other company officials. Able to work under pressure of deadlines. Desirable westside location. Excellent salary and outstanding benefit program. Respond in confidence by resume or letter with stating qualifications, experience and salary history.
PERSONNEL DEPARTMENT
P.O. BOX 446
DETROIT, MICHIGAN 48232

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
TEKTRONIX INC. Farmington is looking for a receptionist/secretary in our local sales office. The ideal candidate will have the following skills and ability: typing 60 WPM, knowledge of basic math, effective communication skills, ability to work efficiently with frequent interruptions. This position entails secretarial support to sales personnel and handling incoming phone traffic. If you are qualified please call: Kathy Conway, 8 a.m.-noon.
478-5200
TEKTRONIX INC.

504 Help Wanted Office-Clerical

TYPISTS
UNDERWRITING ASSISTANTS
Insurance Company of N. America has the following openings available for:
TYPISTS: Individuals must be able to type 45-55 WPM. You will be working a 9:30 a.m. to 5:00 p.m. position. You must be neat, accurate and self-motivated, able to schedule your time efficiently.
UNDERWRITING ASSISTANTS: Individuals must have good math aptitude, able to work with figures, good verbal and written communication skills required.
We are located in a modern, modern building with easy access to I-75. We offer a competitive salary along with liberal fringe benefits which include partial paid hospitalization, company paid life insurance, generous paid vacation, 10 paid holidays per year plus 2 paid personal holidays. These are all opportunities; check them out!
To arrange an interview please call:
Phyllis Soper
879-5219
OR
Mary Jennings
879-5222
Between 9 am - 4 pm
an equal opportunity employer

504 Help Wanted Office-Clerical

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
PHONE & INSURANCE CLERKS
MESSAGE-MAIL CLERK
For Interview, call Miss Landygo
355-0500
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Corporate Position - Oakland Mall
We are currently seeking a Legal Secretary to work in a private law firm. The ideal candidate will have a B.S. in Legal Secretarial, be licensed in the state of Michigan, and have at least 2 years of experience. Salary commensurate with experience. Please send resume to: **LEGAL SECRETARY CENTER**, 1000 E. 12th Ave., Suite 100, Denver, CO 80202. Equal Opportunity Employer.

504 Help Wanted Office-Clerical

BOOKKEEPER
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

RECEPTIONIST
For Real Estate Office. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

LOIS RAY PERSONNEL
559-5060
EXECUTIVE SECRETARY for division of large corporation. Must possess superior organizational skills, good judgment, self assurance, initiative and be capable of managing own time with little direction. Will handle some public relations work and have direct contact with other company officials. Able to work under pressure of deadlines. Desirable westside location. Excellent salary and outstanding benefit program. Respond in confidence by resume or letter with stating qualifications, experience and salary history.

504 Help Wanted Office-Clerical

ADAMS & MARTIN PERSONNEL
920 E. Maple
466-5600
DIAL A JOB
We are looking for a receptionist/secretary in our local sales office. The ideal candidate will have the following skills and ability: typing 60 WPM, knowledge of basic math, effective communication skills, ability to work efficiently with frequent interruptions. This position entails secretarial support to sales personnel and handling incoming phone traffic. If you are qualified please call: Kathy Conway, 8 a.m.-noon.
478-5200
TEKTRONIX INC.

504 Help Wanted Office-Clerical

PAIDROLL 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 helped. 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
BIRMINGHAM & COASTAL NEWSPAPERS
36251 Schoolcraft,
Livonia, Michigan 48150
Equal Opportunity Employer

504 Help Wanted Office-Clerical

PURCHASING SECRETARY
National printing ink manufacturer headquartered in Redford, (Schroeder & 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 538-6800, ext. 10 for application, or apply in person between hours of 9 AM to 4 PM.
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

ASSISTANT BOOKKEEPER
Northwest area contractor looking for experienced bookkeeper to prepare and maintain company books. Must be self-starter, accurate, and capable of organizing and maintaining own work. Good salary and fringe benefits. Send resume to: **ASSISTANT BOOKKEEPER CENTER**, 1000 E. 12th Ave., Suite 100, Denver, CO 80202. Equal Opportunity Employer.

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

RECEPTIONIST
For Real Estate Office. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

LOIS RAY PERSONNEL
559-5060
EXECUTIVE SECRETARY for division of large corporation. Must possess superior organizational skills, good judgment, self assurance, initiative and be capable of managing own time with little direction. Will handle some public relations work and have direct contact with other company officials. Able to work under pressure of deadlines. Desirable westside location. Excellent salary and outstanding benefit program. Respond in confidence by resume or letter with stating qualifications, experience and salary history.

504 Help Wanted Office-Clerical

ADAMS & MARTIN PERSONNEL
920 E. Maple
466-5600
DIAL A JOB
We are looking for a receptionist/secretary in our local sales office. The ideal candidate will have the following skills and ability: typing 60 WPM, knowledge of basic math, effective communication skills, ability to work efficiently with frequent interruptions. This position entails secretarial support to sales personnel and handling incoming phone traffic. If you are qualified please call: Kathy Conway, 8 a.m.-noon.
478-5200
TEKTRONIX INC.

504 Help Wanted Office-Clerical

PAIDROLL 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 helped. 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
BIRMINGHAM & COASTAL NEWSPAPERS
36251 Schoolcraft,
Livonia, Michigan 48150
Equal Opportunity Employer

504 Help Wanted Office-Clerical

PURCHASING SECRETARY
National printing ink manufacturer headquartered in Redford, (Schroeder & 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 538-6800, ext. 10 for application, or apply in person between hours of 9 AM to 4 PM.
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

TYPIST
Accurate, dependable typist on computer/typewriter needed for temporary assignment. Must be able to type 60 WPM. Good salary and fringe benefits. Send resume to: **TYPIST CENTER**, 1000 E. 12th Ave., Suite 100, Denver, CO 80202. Equal Opportunity Employer.

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

RECEPTIONIST
For Real Estate Office. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

LOIS RAY PERSONNEL
559-5060
EXECUTIVE SECRETARY for division of large corporation. Must possess superior organizational skills, good judgment, self assurance, initiative and be capable of managing own time with little direction. Will handle some public relations work and have direct contact with other company officials. Able to work under pressure of deadlines. Desirable westside location. Excellent salary and outstanding benefit program. Respond in confidence by resume or letter with stating qualifications, experience and salary history.

504 Help Wanted Office-Clerical

ADAMS & MARTIN PERSONNEL
920 E. Maple
466-5600
DIAL A JOB
We are looking for a receptionist/secretary in our local sales office. The ideal candidate will have the following skills and ability: typing 60 WPM, knowledge of basic math, effective communication skills, ability to work efficiently with frequent interruptions. This position entails secretarial support to sales personnel and handling incoming phone traffic. If you are qualified please call: Kathy Conway, 8 a.m.-noon.
478-5200
TEKTRONIX INC.

504 Help Wanted Office-Clerical

PAIDROLL 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 helped. 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
BIRMINGHAM & COASTAL NEWSPAPERS
36251 Schoolcraft,
Livonia, Michigan 48150
Equal Opportunity Employer

504 Help Wanted Office-Clerical

PURCHASING SECRETARY
National printing ink manufacturer headquartered in Redford, (Schroeder & 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 538-6800, ext. 10 for application, or apply in person between hours of 9 AM to 4 PM.
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Temporary position available for a person with a B.S. in Accounting. Must be able to type 60 WPM. Good salary and fringe benefits. Send resume to: **ACCOUNTING CLERK CENTER**, 1000 E. 12th Ave., Suite 100, Denver, CO 80202. Equal Opportunity Employer.

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

RECEPTIONIST
For Real Estate Office. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

LOIS RAY PERSONNEL
559-5060
EXECUTIVE SECRETARY for division of large corporation. Must possess superior organizational skills, good judgment, self assurance, initiative and be capable of managing own time with little direction. Will handle some public relations work and have direct contact with other company officials. Able to work under pressure of deadlines. Desirable westside location. Excellent salary and outstanding benefit program. Respond in confidence by resume or letter with stating qualifications, experience and salary history.

504 Help Wanted Office-Clerical

ADAMS & MARTIN PERSONNEL
920 E. Maple
466-5600
DIAL A JOB
We are looking for a receptionist/secretary in our local sales office. The ideal candidate will have the following skills and ability: typing 60 WPM, knowledge of basic math, effective communication skills, ability to work efficiently with frequent interruptions. This position entails secretarial support to sales personnel and handling incoming phone traffic. If you are qualified please call: Kathy Conway, 8 a.m.-noon.
478-5200
TEKTRONIX INC.

504 Help Wanted Office-Clerical

PAIDROLL 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 helped. 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
BIRMINGHAM & COASTAL NEWSPAPERS
36251 Schoolcraft,
Livonia, Michigan 48150
Equal Opportunity Employer

504 Help Wanted Office-Clerical

PURCHASING SECRETARY
National printing ink manufacturer headquartered in Redford, (Schroeder & 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 538-6800, ext. 10 for application, or apply in person between hours of 9 AM to 4 PM.
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Temporary position available for a person with a B.S. in Accounting. Must be able to type 60 WPM. Good salary and fringe benefits. Send resume to: **ACCOUNTING CLERK CENTER**, 1000 E. 12th Ave., Suite 100, Denver, CO 80202. Equal Opportunity Employer.

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

RECEPTIONIST
For Real Estate Office. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

LOIS RAY PERSONNEL
559-5060
EXECUTIVE SECRETARY for division of large corporation. Must possess superior organizational skills, good judgment, self assurance, initiative and be capable of managing own time with little direction. Will handle some public relations work and have direct contact with other company officials. Able to work under pressure of deadlines. Desirable westside location. Excellent salary and outstanding benefit program. Respond in confidence by resume or letter with stating qualifications, experience and salary history.

504 Help Wanted Office-Clerical

ADAMS & MARTIN PERSONNEL
920 E. Maple
466-5600
DIAL A JOB
We are looking for a receptionist/secretary in our local sales office. The ideal candidate will have the following skills and ability: typing 60 WPM, knowledge of basic math, effective communication skills, ability to work efficiently with frequent interruptions. This position entails secretarial support to sales personnel and handling incoming phone traffic. If you are qualified please call: Kathy Conway, 8 a.m.-noon.
478-5200
TEKTRONIX INC.

504 Help Wanted Office-Clerical

PAIDROLL 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 helped. 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
BIRMINGHAM & COASTAL NEWSPAPERS
36251 Schoolcraft,
Livonia, Michigan 48150
Equal Opportunity Employer

504 Help Wanted Office-Clerical

PURCHASING SECRETARY
National printing ink manufacturer headquartered in Redford, (Schroeder & 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 538-6800, ext. 10 for application, or apply in person between hours of 9 AM to 4 PM.
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200

504 Help Wanted Office-Clerical

CLERK TYPIST
For Sales Department. Need efficient girl for busy office. Pleasant personality, good math skills. Apply in person. Monday, Friday, 9am-5pm.
STOCKFEE'S
NORTHLAND INN
3100 Northland Hwy.
Southfield, MI
261-4200