## 502 Help Wanted Dental-Medical

# NURSE'S AIDES

Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for midnights.
EARN $2.95 - $3.00 HR.

APPLY NOW
HENDRY
Convalescent Center
105 Haggerty Plym.
455-0510

DENTAL Assistant, experienced in four-handed dentistry, for one mass general practice. 32-37 hour week. West Bloomfield. 851-5620

NURSE AIDES & ORDERLIES
Good Health Care Opportunity
The Georgian Bloomfield Nursing Home has immediate openings on all shifts, both full and part time for people interested in challenging health care work. Experience is helpful but we will train you (with pay). These are permanent positions. Along with our excellent working conditions, we offer a good salary with benefits (paid Blue Cross, life insurance, vacations, sick days and holidays).
CALL NOW
OR APPLY IN PERSON TO
Mrs. Diller, In-service Director
645-2900
2975 Adams, cor. 16 Mile

RED WING TICKET WINNER
Matthew St. Angelo
24631 Tamarack Cr.
Southfield, MI 48075

Please call the promotion department of the Observer & Eccentric by 5 p.m., February 9, 1979, to claim your two free RED WING TICKETS. 591-2300, ext. 243.

CONGRATULATIONS!

EXPERIENCED DENTAL Receptionist for new Dearborn Endodontic office. Call after 5Pm. 846-1381

RECEPTIONIST WANTED for X-Ray office, part time. Insurance experience necessary. Redford area. 937-8155

DENTAL LAB-needs woman to do model department work, must be good with hands, hours 8am-4pm. Garden City area. 525-1330

DENTAL RECEPTIONIST
Mature Reliable woman for Plymouth Office. Knowledge of Dental Insurance & Pegboard System desired. Sharp with fingers, good telephone techniques necessary. Call: 455-7100

Holistic Medical Assistant
Male/Female, 25-35 years old preferred, non-smoker, ethical. Must be able to relate and communicate well with people and have all essential skills down perfectly - simple X-ray, EKG, venipuncture, intravenous and intramuscular injection, simple physical therapy modalities. Willing to learn: Nutrition, Preventive Medicine, histories and physical. Send resume to: Box 18, Westland, MI. 48185.

PLYMOUTH DENTAL OFFICE
Chairside Assistant needed. Work experience necessary and training desirable in 4-handed dentistry. Call: 455-8686 or 453-1180

DENTAL OFFICE in Birmingham area is looking for a full time experienced dental assistant. Lovely surroundings with a great future for the right person. Please call 644-1171

NURSE AIDE
Full time days. Apply in person.
FRANKLIN MANOR
CONVALESCENT CENTER
28000 Franklin Rd., Southfield
352-7390

DENTAL Assistant needed for dental specialist office in Livonia. Both full & part time positions available. Experience desired. Phone for application. Sharon 525-7713

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

DENTAL INSURANCE Secretary - Full time in Fisher Building-Detroit. Certified Dental Assistant with experience preferred. Must have good secretary skills. No Evenings or Saturday. Benefits Included. 871-3144

## 502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST. Full time, in Fisher Building in Detroit. Certified Dental Assistant with experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No Evenings or Saturdays. Benefits included. Good potential for qualified person. 871-3144

BOOKKEEPER-OFFICE Manager, for busy Dental office-Detroit. Administrative ability with high degree of maturity & sense of responsibility - absolutely necessary. Excellent clerical skills required. Some dental experience & accounting background desired. Good opportunity for right person. Salary commensurate with credentials. Send Resume to: Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DEPENDABLE, MATURE woman interested in becoming a NURSE ASSISTANT. Apply in person. Learn while working. Class to begin Feb. 12th.
Middlebelt
Nursing Center
14000 Middlebelt Rd., Livonia
425-4200

DIETARY AIDE
Full time days. Apply in person.
FRANKLIN MANOR
CONVALESCENT CENTER
28000 Franklin Rd., Southfield
352-7390

RN - LPNs
Write you own schedule, work at your convenience in your area. Ask about our continuing education reimbursement plan.
HEALTH CARE I
SOUTHFIELD PONTIAC
569-2781 338-6880
DEARBORN HTS.
593-3480

NOW HIRING
NURSE AIDES
With experience and transportation, needed to work in Hospital, Nursing Homes & private homes. Experience the freedom & flexibility in scheduling when you are available to work, no fees. Excellent wages, work near home.
AMC HEALTH CARE I
SOUTHFIELD PONTIAC
569-2781 338-6880
DEARBORN HTS.
593-3480

## 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

CASHIER
Large medical clinic. Experienced preferred, but will train. Excellent personal interview call 538-4700, ext. 282

X-RAY TECHNICIAN
Large multi specialty clinic in Detroit Southfield area. Must be registered or eligible for registration. Good benefits. Call Mr. Blakely, 539-4700 ext. 270

MEDICAL BILLING DEPT.
Experienced top benefits. Submit resume detailing past experience. Box 13200 Detroit, Mich. 48213

HYGIENIST wanted, Wed., Thurs. afternoons, evenings and Sat. Middlebelt, Cherry Hill area. 721-3022

## ALCOHOLISM THERAPIST
Our small West side suburban hospital is currently seeking a full time Alcoholism Therapist. Minimum requirement is a Bachelors Degree in Sociology or Psychology. 2 years experience in alcoholism counseling is preferred. We offer a competitive wage rate and a comprehensive, fully paid fringe benefit program. Qualified applicants send resume in confidence to Box 854, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

WANTED Receptionist for dental practice in Livonia. Must have experience. Send resume stating previous experience and education to: W. E. Mc Miss DDS, 34180 Five Mile Road, Livonia, 48154.

## 502 Help Wanted Dental-Medical

Registered Nurse
With psychiatric experience desirable. Full & part time (3 or 4 shifts including some weekends) for midnight shifts only. Apply
Ardmore Acres
Hospital
19410 Farmington, Livonia
474-3500

STAFFING CO-ORDINATOR
Busy Medical Services office has an immediate opening for a part time Staffing Co-ordinator for the day shift on weekends. Must be licensed in the State of Michigan as an LPN or RN & be mature, personable, with good clerical skills. Staffing & scheduling responsibilities. Phone Brian Gadgnier for interview.
MEDICAL
PERSONNEL POOL
569-1950

DENTAL HYGIENIST
Full time, Specialist's office, Dearborn area. 274-4880

## NURSE AIDES
Experienced or will train. Pay raise after 90 days, bonuses, other benefits. Apply in person, 1 to 4PM.
Bloomfield Hills
NURSING CENTER
50 W. Square Lake Rd.,
Bloomfield Hills, Mich.

NURSES
Southfield Rehabilitation Center is now accepting applications for R.N. and L.P.N.'s. All shifts available. Excellent benefits, accute care rate & education reimbursement plan. No rotation. Contact nursing office. 569-3180 ext. 318
Southfield Rehabilitation Center
23601 Foster Winter Dr.
Southfield, Mich. 48075

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

NURSE AIDES
Full time, all shifts. Apply in person.
WILLIAMSBURG
CONVALESCENT CENTER
31017 Middlebelt, Farm.
Between Grd.River & 8 Mile

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

RN & LPN
AFTERNOONS & MIDNIGHTS
Full or part time. Apply in person at:
Middlebelt-Hope
Nursing Center
30410 Cherry Hill, Westland
326-1200

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
28325 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

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

## 504 Help Wanted Office-Clerical

DICTAPHONE TYPIST
35 wpm. Interesting job - Southfield. Mr. Jarvis. 353-3000

SECRETARY
No shorthand, accurate typing 50 w.p.m. minimum, good spelling and grammar required, as well as general clerical skills. Mercy College of Detroit. 531-7820, ext. 257

LOOKING for office girl to work in Farmington Hills area office. Bookkeeping knowledge beneficial. Typing and phone ability a must. Salary commensurate with experience, plus benefits. United Bronze Inc. Donna 478-7575

## 504 Help Wanted Office-Clerical

RECEPTIONIST-SECRETARY wanted for Real Estate firm in the American Center Building. Must be personable and intelligent with ability to work with people. Call American Home Services for appointment,
353-6800

PART TIME Office. Thursdays 4-8, Sundays 12-4. Typing helpful. Call THOMPSON-BROWN REAL ESTATE, W. Bloomfield 855-0720

BUYING - CLERICAL
Position open in Buying Department for person with effective clerical skills. Apply in person 10 AM -11 AM - National Wholesale Drug Co. 445 E. Lafayette at Brush, Detroit.

BOOKKEEPER LEDGER - none typing helpful. Southfield, Mr. Yager 353-3000

CLERICAL-TYPIST
Southfield City office. Good salary, benefits. Office experience desirable. Call Terry Wilson at Co. City Traveler's Tower. Call Mr. Yolan. 354-4880

SECRETARY wanted, 1 girl office in Troy. Must know typing, some bookkeeping. Good salary. Must be neat. 362-2262

GENERAL OFFICE for financial service company. Good math aptitude and telephone skills. Light typing, $135. per week to start, 37½ hr. week. Good opportunity for growth. Call Carol. 358-5053

GENERAL ACCT.
Major manufacturer Ann Arbor area requires 1 - 3 yrs. accounting experience. Starting salary to $800.

ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32969 Hamilton
Farmington Hills 553-3100
Saturday by appointment

PURCHASING
2 years experience. Type 50 w.p.m. Coordinate Industries, 30825 W. 8 Mile Rd., Livonia. 476-6236

GENERAL SECRETARY - for nice land development company in Troy. No shorthand required. Interesting position pays $825 to $884. Full benefits and agency fee paid.

STATISTICAL TYPIST - for suburban furniture store. Salary $650 to $750 plus benefits and fee paid.

SOUTHFIELD COMPANY - division of national organization needs secretary for general office duties. Heavy customer contact work. Salary $750 plus excellent benefits and fee paid.

SECRETARY - to president of Birmingham company. Intelligent, mature person with good skills will earn $975 or better - 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.
646-8780

DON'T BE BORED
Make some extra money-register with us. Short & long term assignments. Good wages. Many interesting jobs.
COME IN OR CALL
643-2650

ACCURACY
TEMPORARY SERVICE
1888 No.Woodward, Birmingham

SECRETARY-for sales office requires 3-4 years exp. experience plus 50wpm typing and moderate shorthand. Good benefits. $400 Fee Paid.

LEGAL SECRETARY- for super Birmingham law firm. Requires legal experience plus 60wpm typing. No shorthand. Lots of responsibilities. $850. Fee Paid.

CALL OUR CAREER HOT LINE
643-6224
ACCURACY
Personnel Service
643-2650 355-3010

CLERICAL help wanted, part time. Southfield area. Call 357-0887

FOLLOW-UP
Industrial tool supply company located in Farmington is seeking ambitious person to handle expediting for Purchasing Department. Experience is a plus. Must have pleasing telephone personality. Typing is helpful but not essential. For interview contact Mr. Grant, 476-5876.

SECRETARY - general office skills required, major corporation. West Bloomfield location. Call 851-3000. Equal Opportunity Employer M/F

GIRL for general office in Wall Covering studio, experienced in bookkeeping. 968-6620

TYPIST-SECRETARY - Plymouth area. Must be quick with figures and type proficiently. Call Margot 459-1090

BOOKKEEPER - Experienced thru trial balance and payroll. Located in Southfield with good working conditions and fringe benefits. 356-1138

ACCOUNTS PAYABLE CLERK - Retail experience required. Located in Southfield with good working conditions and fringe benefits. 356-1138

RECEPTIONIST/TYPIST for Real Estate firm in Southfield. 355-1780

TELLERS
PART TIME
ENTRY LEVEL
CLERK TYPIST
Responsibilities include, typing and clerical work in a variety of assignments. Typing required, 35 wpm.
Excellent benefits. Apply Personnel Department, 9-11 AM.
MANUFACTURERS BANK
OF SOUTHFIELD
29201 Telegraph
Southfield
equal opportunity employer M/F/H

EXPERIENCED SECRETARY with bookkeeping capabilities for full time position. Starting salary, $150 per week plus benefits. Jobs Unlimited 644-9010

SMALL Firm with pleasant surroundings in Tel-12 area desires legal Secretary. Salary commensurate with experience. 644-4433

TYPIST-Statistical. Experienced only need apply. Good salary, benefits and working conditions. 354-4111

OFFICE Manager for Southfield CPA Firm. Knowledge of bookkeeping helpful but not required. Good salary and benefits. Please send resume or letter stating qualifications to: Box 841, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

STATISTICAL TYPIST, 50 - 60 w.p.m. Salary commensurate with experience. 7 Mile - Lahser area. 537-7850

## 504 Help Wanted Office-Clerical

HEALTH CLAIMS EXAMINER, 7 Mile & Lahser area. Salary commensurate with experience. 537-7850

Farmington Area
Experienced accounts receivable & payable bookkeeper. Minimum 3 years experience required. Will consider applicant who does not have recent working experience, but hearty to start. Phone Mrs. Cooper, 478-5100

CLERICAL TYPISTS, 50 - 60 w.p.m. Salary commensurate with experience. 7 Mile - Lahser area 537-7850

SECRETARY/BOOKKEEPER, mature secretary corporation needs an accurate speller & typist (55-60 WPM). 6 Mile/Evergreen area. Call for appt. between 8-4, Monday thru Friday. 538-9080

OFFICE CLERK
Weekends & Holidays. 7 AM-3:30 PM, good Typing Skills. Previous office experience desirable. Call Mrs. Mabie 8 AM-3 PM.
REDFORD
Community Hospital
531-4200 ext. 443
An Equal Opportunity Employer

SEC'Y/RECEPT.
Busy Farmington area sales office needs well groomed person who likes diversified work. Shorthand required. Accuracy more important than speed. Minimum 5 years experience. Salary $850 to $975 per month. Will consider mother returning to business world. Send resume to: Box 156, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPISTS - downtown Birmingham company, type 55-70 WPM, bookkeeping background required, phone skills, benefits, $800, fee paid.

SECRETARY - to Sales Vice President. Troy firm, front desk position, handling customer, typing, 50 WPM, shorthand 90, $975, fee paid.

BILLING CLERK - Dearborn company, must have construction billing experience, work with job costing, contracts, time and materials. Benefits, $10,000 to $12,000. Fee paid.

LOIS RAY
PERSONNEL
559-0560

BOOKKEEPER - full-charge with good Secretarial skills for 1 girl Southfield CPA office. 557-4670

SECRETARY wanted for general office work; good typist. Knowledge of simple bookkeeping. Min. 3 yrs. working experience. Southfield area. Call 353-3436

SUBURBAN TYPIST
$800 PLUS
FEE PAID. Your good typing is needed by nice firm. Super benefits. Great hours.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

OFFICE MANAGER
$12,000
FEE PAID. Your organizational ability and responsible manner are needed by suburban firm. Supervisory experience a must. Some bookkeeping experience a real plus.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

CLERK-TYPIST - general office good starting position. Ken Hayes 18 Cass Henry Hauling. 5000 Wyman, Room 221, 586-2270

/Receptionist/Typist
Active Real Estate Office seeks individual with good clerical skills, pleasing phone voice, available for full time employment in the Southfield and Farmington areas. Contact Jack Keenhan at 538-2000.

CENTURY 21
TODAY 538-2000

GENERAL OFFICE PERSON for Southfield Law Firm to do various types of office work. Good typing required. Contact Gayle at 358-6210

SECRETARY WANTED for Southfield Law Firm. Good typing a must. Some legal background helpful. Contact Gayle at 358-6210

CLERK TYPIST
For accounting office, full time, in Southfield. 356-5310

SECRETARY/RECEPTIONIST
Mature attitude, dictaphone, and general office experience can qualify you for this challenging position with Southfield property management firm. Good typing and pleasant telephone personality a must. Excellent salary and benefits available. Send resume to: The Berger Co., P.O. Box 948, Southfield, Michigan, 48037.

FULL CHARGE - Bookkeeper. Career position with growing Birmingham Area Property Management Company. We are seeking an experienced self starter to handle our accounting department. Pleasant office. Salary open. Send confidential resume: Box 141, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PART TIME - clerk typist with bookkeeping experience. Call 351-7381

TELEPHONE CLINIC needs clerk typist/receptionist with good typing skills. Long Lake area. Graph area. 864-3000

INSURANCE AGENCY needs experienced commercial lines person. Salary open. Southfield area. 375-0672

NATIONWIDE PRINTER
The John H. Harland Co., nationwide printer of check and bank documents has an opening for a customer service/office employee. We are looking for a person with good typing (35 WPM), filing and communication skills. Excellent benefit package and pleasing work environment. If you have a sound work history, and want to join a job with a growing company, please call for an appointment. 8AM-5PM, Monday thru Friday. 559-0260
An Equal Opportunity Employer

SECRETARY - Billing capability for commercial photographic studio. Experience desirable. Bloomfield Hills area. 645-2254

BOOKKEEPER
Specialty auto repair shop needs experienced person. 5 day week, paid holidays, vacations, hospitalization.
Apply in person:
LIVONIA BRAKE CENTER
31300 Plymouth Rd.
Corner Merriman, Livonia

GENERAL OFFICE - Northwest Detroit area. 1 woman office. Typing, telephone, light bookkeeping. Problem general clerical duties. Salary based on experience, $12,000 minimum. Call 868-1020

OFFICE HELP, general office work, some typing. Will train. Full benefit package. Mr. George, 538-2181 Frankel, Detroit. 861-6611

## 504 Help Wanted Office-Clerical

TELLERS
Permanent part time positions, 3:30PM thru 8:30PM, Monday thru Friday. 9AM thru 5PM Saturday. Experience preferred but will train right applicants with good math skills and neat appearance for our W. Bloomfield and Waterford Twp. offices. Call Diane for appointment. Personnel Dept. 782-3500
Fidelity State Bank & Trust
Equal Opportunity Employer M/F

INSURANCE AGENCY
Needs experienced commercial lines person. Salary open. South field area. 225-0070

EXPERIENCED GENERAL OFFICE WORK. Full time. Livonia area. Call for interview: 425-4415

LEGAL SECRETARY - Troy area, must be experienced, business practice. 362-6414

OFFICE girl for Jake's Harley Davidson Service Dept. Garden City. Ask for Lee Dreger. 261-2023

SECRETARY wanted for medium size law firm in Southfield. 1 to 2 years previous office experience required. Dictaphone, typing 50WPM. Benefits. 355-5100

GENERAL OFFICE, must be experienced in typing 50 WPM or better, peg board, payroll and receptionist duties. Salary based on qualifications. Call between 8 - 4:30 PM 541-7540

RECEPTIONIST/Phone Operator. Mature woman for 5½ day week. Light typing helpful. 3 Mile/Telegraph area. Call for appointment. Wilshire Office Center. KE 7-4040

BIRMINGHAM law firm needs responsible file clerk, minimum typing required, call Mrs. Bush 645-2640

GENERAL OFFICE
RECEPTIONIST
SOUTHFIELD
Excellent opportunity. Duties are varied, stimulating, challenging and interesting.
Good voice, aptitude for figures and spelling. Typing 50 wpm.
We offer a good starting salary with proficiency increases, salary reviews, progress evaluations and career counseling. Free parking, employee-family medical, hospital, income and life insurance protection. Paid vacation. Retirement. We will train.
ANN SMITH
569-2333
An Equal Opportunity Employer

GIRL FRIDAY.
For Electronic Engineering Office
Secretarial Duties
Record Keeping
Engineering Aide
Job Scheduling
Customer Liaison
Full Time
Salary commensurate with experience. Plus fringe benefits.
COMPUTEL
558-8877

BILLING Clerk: typing, general office, will train. Pleasant atmosphere, salary based on experience. Benefits. Call Barb 547-0560

BOOKKEEPER
Experienced. Full time. References. Good salary. Warren area. JE 6-0279

SECRETARY with figure aptitude. No shorthand, benefits. Southfield location. Call Ms. DeGeorge, 353-8300

BOOKKEEPER
At least 3 yrs. experience. $9,000 to $11,000 to start, depending on experience. Several fringe benefits. Good future. Medical Clinic. 7001 Puritan, Detroit. Call Ms. Myrick, 861-5600

SECRETARY-Busy construction office needs experienced secretary with good office skills and willing to assume responsibility. Must be neat, phone, accurate typing, shorthand not necessary. Good benefits. Auto Southfield area. Call 948-8804

LEGAL SECRETARY - must be experienced, Westland area office. Salary commensurate with experience, call 729-4250

SALES SECRETARY
One girl office. Experience necessary. Position available March 1. Southfield. Please call for interview. 569-1414

ACCOUNTING
SUPERVISOR
Bachelors Degree in accounting required. Must be articulate and possess good communication skills. 1 to 3 years supervisory experience. Excellent working conditions and competitive compensation package. Send resumes to: Personnel Office.
Alexander Hamilton
Life Insurance Co.
Of America
12 Mile & Farmington Rd.

SECRETARY WANTED: for construction company in Farmington Hills area. Some bookkeeping experience desirable but not required. 851-0700

EXEC. SEC'Y
Your good skills and experience needed to work in office of 3 leading producers of Real Estate Company. Shorthand required; congenial atmosphere, excellent fringe benefits. For appointment call 644-8200
Equal Opportunity Employer M/F

GIRL for General Office, with typing experience. Livonia area. Good benefits. Call Dorothy for appointment. 422-8338

INSURANCE Secretary - personal line experience. Good salary. Southfield area. 357-4474

SECRETARY, busy executive needs top-notch secretary with excellent shorthand, typing and grammar skills. Ideal job for background helpful. Good benefits. S.S. Southfield area. Call 569-4800

EXCELLENT OPPORTUNITY for Executive Secretary desiring part time position. About 24 hrs. per week. Local sales office has an opening for a well qualified person with good shorthand and typing skills. Must be challenged at managing a small office, handling contracts, correspondence and working with a salesman. Send resume and salary requirements to: P. O. Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

STATISTICAL TYPIST for Southfield C.P.A. office. Excellent opportunity. Salary open. Mr. Weaver: 354-1151

GENERAL OFFICE
Pastoral Distributor located in the Farmington Freeway Industrial part is in need of a person to work with IBM Peg-rite. Call 477-8180 ext. 65
An Equal Opportunity Employer

SECRETARY for small Southfield law office. Must type and take shorthand. Call 355-3470

IMMEDIATE OPENING for bright individuals with good skills (typing 60, shorthand 90); at least 1 year secretarial experience. Good benefits, pleasant working conditions. Call Sharon DeWitt at 353-8260 any weekday from 8AM to after 5PM call 538-1610

TYPIST
FULL-TIME
Prior experience a must. Good salary and excellent fringe benefits.
Exotic Rubber
& Plastics
23800 Industrial Park Dr., Farm.
Near Grand River
477-2183

## 504 Help Wanted Office-Clerical

IMMEDIATE Opening for Chiropractic receptionist. Monday, Wednesday, Friday, 9 AM to 7 PM and Sat. 9 AM to 12 noon. Must have pleasant personality. Rochester, Troy area. 879-5147

SECRETARIAL POSITION
For regional sales office of Western International Hotels. Experienced Secretary - need typing and dictaphone, no shorthand required. Phone: 559-0711

INSURANCE AGENCY - Challenging position in commercial lines department. Will train eager beginner. Typing required. Beautiful Southfield Office. Contact Mrs. Basso. 358-1100

GENERAL OFFICE
ENGINEERING firm in Southfield is seeking a mature responsible person with excellent, typing and light shorthand for $12-$13,000 start. Move to management.
Call 562-8900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

PERSONNEL
Enjoy this Top Spot with prestige firm. Administrative Team needs interviewing & recruiting help & offers bright Secretary $850-$950. Promotion & Super Benefits!
Call 649-4144
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

Tellers
Full time and part time positions are open on our West Side branch locations. Requires ability to meet the public and be accurate with figures. Must have car. Apply in person between 10 AM and 2 PM, Monday through Friday.
PERSONNEL DEPT. 5th floor.
1st Federal Savings
of Detroit
1001 Woodward, Detroit
An Equal Opportunity Employer

Receptionist-Typist
Full time for a busy Livonia/Plymouth area engineering firm. Must type in excess of 70 WPM and use dictaphone. Call for appointment.
591-2271

GENERAL OFFICE
Do you like to type, file & do varied office assignments? We are sure to have an position to interest you.
CLERK TYPIST FILE CLERK
TRANSCRIPTIONIST
LEGAL CLERK RECEPTIONIST
Birmingham location, excellent employee benefits, on the job training, promotional opportunities. Call Vicki Sata for appointment, 647-3700
LIBERTY MUTUAL
INSURANCE CO
Telegraph at 13½ Mile
An Equal Opportunity Employer

CLERK TYPIST
TRANSAMERICA INSURANCE GROUP needs a CLERK TYPIST to perform general clerical duties in our Southfield branch claims department. Good benefits and working conditions. Please call C. Seller 353-3580 for an application.
An Equal Opportunity Employer

INSURANCE
Transamerica Insurance Group is looking for experienced:
COMMERCIAL AUTO RATERS
COMMERCIAL CASUALTY RATERS
COMMERCIAL CODERS
for our Southfield branch office. If you have 1 to 2 years experience in these lines and want to work in a progressive company, please call C. SELLECK at 353-3580 for an application. Good working conditions and benefits.
An Equal Opportunity Employer

GENERAL OFFICE
Busy office has immediate opening for experienced file clerk, typing required. Farmington Hills. Contact J.H. Bennett & Co., Joan Farrell 476-8700

SECRETARY, Sterling Heights company looking for competent secretary. Immediate opening, salary commensurate with experience. Fee paid. Monarch Personnel 772-5900

NATIONAL BOOK Wholesaler has immediate opening for an experienced Secretary. The successful applicant must be able to handle a diversified work load. Good typing skills a must. Shorthand and/or speed writing preferred. For more information please call Rena 525-1500

GENERAL OFFICE
Primarily Receptionist duties, filing and some typing. Accuracy more important than speed. Full time, good benefits. Apply at 9260 General Dr. Plymouth.

SECRETARY
Mature confidential Secretary to District Manager of large corporation. Southfield. Shorthand. Excellent benefits. An Equal Opportunity Employer. Call Mary for appointment 399-3500

GENERAL OFFICE work, part time. Mature woman, 25 hours per week. Moving Company. Novi area. 348-2663

BILLING CLERK - with experience or willing to learn. Southfield area. Call Mr. Cook. 353-8277

ACCOUNTING CLERK, must be good with figures. Experience helpful, but not necessary. Apply to Ahar, 31191 Telegraph, Southfield.

GREAT OPPORTUNITY
Just for you - to grow with expanding company. Typing, good secretarial skills needed, $800 a month. Fee paid. Call Gina,
644-4600
SNELLING & SNELLING
AGENCY

GENERAL OFFICE:
Typing - bookkeeping knowledge. Southfield area 569-3220

LEGAL SECRETARY-Immediate opening, suburban Northwest firm. Good typing, shorthand. Thinking essential. Salary commensurate. For appointment, 626-9722

HOUSEWIVES, STUDENTS, etc.
We need part time/full time help until Mid-April. Days, evenings or weekends, doing Clerical or light Assembly Work. We are located in Western Livonia.
CCH COMPUTAX
13633 Globe 591-1863

BOOKKEEPER - Capable of handling general accounting responsibilities through general ledger. Maximum 3 years experience and some formal accounting training helpful. Salary commensurate. Benefits included. Send resume to: P.O. Box 615, Franklin, MI. 48025. Attn: Fran.

SECRETARY with previous experience, part time, days, to assist Pier 1 District Coordinator Office. Send resume to: Pier 1, District Office, 4180 N. Woodward, Royal Oak, Mich. 48072; Attention - Mr. Barkdull.

WOMAN with pleasant voice to work in telephone Customer Service Department. Must be accurate with figures. Apply in person at Slater Walsworthy, 31186 Schoolcraft, Livonia.

## 504 Help Wanted Office-Clerical

DATA ENTRY OPERATORS
Tymshare Inc. is now hiring full time keypunch operators for the tax season. One year experience in data entry. Day shift or mornings and Saturday. Bonus program. For more information, call Barbara at
459-4704

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