502 Help Wanted Dental-Medical

DENTAL HYGIENIST position available in busy Northland area practice. Salary negotiable. Modern equipment. Benefits. Call 348-4400

CERTIFIED DENTAL Assistant or minimum of 3 years experience required in all phases of dentistry practiced. Northland area. Benefits. 348-8896

DENTAL ASSISTANT Experienced Birmingham. Unusual office with future front office responsibilities. Full fringe benefits including profit sharing and pension. 647-7728

PSYCH NURSES
Charge RN for midnights. Staff RN & LPN - all three shifts for progressive acute care Psych facility. Apply 8AM-5PM, Mon. thru Fri. Woodside Medical Inc., Pontiac. 338-7161

NURSE AIDES

Experienced. Full and part time. All shifts. Modern suburban nursing home. Good pay and benefits.

CAMBRIDGE
NURSING CENTER SOUTH
18200 W. 13 Mile Rd.
near Southfield 647-6500

DENTAL ASSISTANT-oral surgery office, Livonia. Full time 8AM-5PM, Monday through Friday. 427-3367

DENTAL ASSISTANT Experienced, dependable, capable, alert, responsible person. Knowledge of insurance desirable. Pleasant working conditions & fringe benefits. Salary commensurate with ability & experience. Send Resume to: Suite No. 1, 2760 E. Woodward, Bloomfield Hills, MI. 48013

PART TIME Receptionist wanted immediately. Doctors office, W. Detroit, morning hours, experience helpful, but will consider general office experience. 864-8866

MEDICAL ASSISTANT
Mature person, will train in ex-ray. For interview call evenings 334-5377

LAB MANAGER - organizational ability foremost, technical ability secondary. Salary negotiable. 474-3801

RN-LPN, part time, afternoons. Allergy office W. Bloomfield. 626-5315

BUSY pediatric office in Birmingham area. Injections, some lab, part time, very flexible hours. Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN'S-LPN'S

We need nurses who believe in giving their patients quality care. If you like to "pick and choose" your days - hours, and type of assignments, full or part time - call for further information. (Ask about our bonus program.)

543-0586 643-0311
QUALITY CARE
NURSING SERVICE

AIDES/ORDERLIES COMPANIONS

Do you care about people? Work in your own area doing Home Health Care or work in a Nursing Home. Select your own hours, full or part time. Live-in cases available. Experience required. For interview call:

QUALITY CARE
NURSING SERVICE
643-0311

DENTAL HYGIENIST, well paying full time position for specialist. Fringe benefits. No Saturdays. Southfield-Birmingham area. 557-8464

DENTAL ASSISTANT, mature woman, experienced preferred, details one morning, some Saturdays. Send resume to 209 N. Sheldon, Plymouth, MI. 48170.

CHIROPRACTIC RECEPTIONIST
General typing, no shorthand. Monday, Wednesday & Friday, 8 AM. - 5 PM. Some experience preferred. Rochester & Long Lake Rd., Troy. 689-2020. 644-6606

MEDICAL Receptionist/Secretary multi girl office, flexible hours of full time. 548-0197

502 Help Wanted Dental-Medical

NET ASCP experienced in micro biology to work weekdays, 9am-10 pm and 2 Sat. a month. Salary negotiable. Call Jackie before 5 pm. or Mrs. Forbes 7pm-10pm. 437-3388

M.T. ASCP, experienced for temporary hemobiology position. Mon. thru Fri. 8:30 am - 10:30 pm. Salary open, Call Jackie 437-3500

OPTEMETRIC ASSISTANT/ Dispenser wanted for highly professional Livonia office. Experience preferred, but will train if necessary. 464-6080

WANTED: Dental Assistant for busy Prosthetic Office, full time position for mature person, some lab work, salary, Livonia. 477-5330

DENTAL ASSISTANT - experienced, top notch girl, highest salary, all benefits, Southfield. Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST for Chiropractic office, hours 3 - 8 on Mon., Wed., & Fri. Non - smoker preferred. Plymouth area. 459-0200

R. N.'S

Afternoons, Medical & Surgical & I.C.U. openings in small Suburban Hospital Liberal Salary & Fringe Benefits. Call Nursing Office, 8 AM-4 PM.

REDFORD
Community Hospital
531-4200 ext. 408
An Equal Opportunity Employer

MEDICAL Assistant. 5 years experience preferred. Must be familiar with duties related to General Practice. Dearborn Heights area 278-1820

AIDES & ORDERLIES

Our patients need you, full and part time openings for Nurse Aides and Orderlies; days, afternoons, and especially Midnights. Experience appreciated, but not necessary. Ability to learn to care for - and enthusiasm to care about the elderly patients - are the only requirements.

BEVERLY MANOR
CONVALESCENT CENTER
24500 Meadowbrook Rd.
Novi, 477-2000

RN OR LPN for full or part time supervisory position. 334-4721

DENTAL ASSISTANT - Experience necessary in 4 handed Dentistry. Excellent salary and fringe benefits. Call 352-4023

DENTAL ASSISTANT -Experienced, 4½ days, no evenings. Profit sharing, sick & vacation benefits. 543-1181. After 5 PM. 615-1037

RNS & LPNS. Full and part time. Afternoon shift. Apply 8 AM to 4 PM. Monday through Friday. Arnold Home, 18324 W. 7 Mile, KE 1-4001, Ext. 38

EXPERIENCED MEDICAL receptionist, full time, must know pegboard, bookkeeping & insurance. Transcription desirable. 537-7400

POSITION Available for full time chairside dental assistant in progressive Westland Office. Call 722-2600, or 722-2541

PERSON TO work in pediatrician's office, part time days until 6 PM. Assist with children, file, minimum typing. No experience required. $3 per hour. Also needed: Experienced person to do billing part time, set pay negotiable. Call between 12 - 1 PM and 4 PM - 5 PM: 541-2360

COOK
LAUNDRY HELP
PORTER
needed full time for Modern suburban nursing home. Good pay rate. Apply in person between 10 AM - 3 PM.

CAMBRIDGE
NURSING CENTER SOUTH
18200 W. 13 Mile Rd.
near Southfield 647-6500

RECEPTIONIST Wanted for X-ray office, part time. Insurance experience necessary. Redford area. 837-8155

502 Help Wanted Dental-Medical

ASST INFORMATION MGR.
We are currently seeking an Assistant Information Manager. Duties will include implementation of a new system designed to produce statistics on utilization of outpatient services and quality of career an HMO. Initial focus will be on the interface between the new system and HMO clinical and support staff. Requirements: BA degree with training in operations analysis, organizational procedures, or management science; 1 to 2 years experience with information systems or health care administration; excellent interpersonal skills and supervisory experience. Graduate training a plus. We offer an excellent starting salary and a comprehensive, fully paid fringe benefit program. Send resume in confidence to: Box 120, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PART TIME Lab Technician, Physician's office. Must be familiar with manual and bench lab techniques. Send resume to P.O. Box 302, Garden City, MI 48135.

NURSE AIDES

Full time or part time. Afternoon and Midnight shifts. Will train, good benefits. New starting rate. See Ms. Watkins

NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.

An Equal Opportunity Employer

NURSES

All shifts, full and part time. FOUR HOUR SHIFTS AVAILABLE ON DAYS & AFTERNOONS.

HENDRY
CONVALESCENT
105 Haggerty Plym.
455-0510

R.N.'s: $6.60 - $8.40
L.P.N.'s: $5.40 - $6.60
FULL AND PART TIME
WORK YOUR OWN SCHEDULE
WORK CLOSE TO YOUR HOME

SUBURBAN
HEALTH CARE
SERVICES
Michigan Life Building
28333 Telegraph Road
Suite 407
Southfield, Michigan 48034
or call:
352-7150

DENTAL Assistant, experienced in four-handed dentistry, for one man general practice. 22-27 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 jobs! Experience 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, Director of Nurses
645-2900
2975 Adams, cor. 16 Mile

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. 871-2144

502 Help Wanted Dental-Medical

Holistic Medical Assistant
Male/Female, 25-35 years old preferred, non-smoker, ethical. Must be able to listen and communicate well with people and have all essential skills down perfectly - simple X-ray, EKG, venepuncture, intravenous and intramuscular injections, simple physical therapy modalities. Willing to learn: Nutrition, Preventive Medicine, histories and physical. Send resume to: Box 10, Westland, MI. 48185.

NURSE AIDE

Full time days. Apply in person.

FRANKLIN MANOR
CONVALESCENT CENTER
26900 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. Sue at 522-7120

DENTAL ASSISTANT - Full time in Fisher Building-Detroit. Must be certified with some chairside experience. No Evenings or Saturdays. Excellent position for qualified person. 871-2144

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. 871-2144

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 ability & state. Send Resume to: Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DIETARY AIDE

Full time days. Apply in person.

FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield
352-7390

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.

STAFFING CO-ORDINATOR

Busy Medical Services office has an immediate opening for a part time Staffing Coordinator for the day shift on weekends. Must be licensed in the State of Michigan as an LPN or RN & be neat, personable, with good clerical skills. Staffing & scheduling responsibilities. Phone Brian Gangster for interview.

MEDICAL
PERSONNEL POOL
569-1950

DENTAL HYGIENIST
Full time Specialist's office, Downtown Rochester. 274-9880

NURSES
Southfield Rehabilitation Center is now accepting applications for R.N. and L.P.N.'s. All shifts available. Excellent benefits, accurate care rate & education reimbursement plan. No rotation. Contact nursing office. 569-1500 ext. 319.
Southfield Rehabilitation Center
22601 Foster Winter Dr.
Southfield, MI. 48075

WANTED Receptionist for dental practice in Livonia. Must have experience. Send resume stating previous experience and education to: W. E. Mc Minn DDS., 36100 Five Mile Road, Livonia, 48154.

502 Help Wanted Dental-Medical

RNs
LPNs
HOW MUCH
DOES NURSING
MEAN TO YOU?

At Harper Hospital, because good nursing care is vital to the high-quality of patient services we provide, nursing means a great deal to us. If nursing rates high with you, you could be a valuable asset to Harper Hospital. Our unique preceptor-orientation program is designed to make you familiar and comfortable with our progressive facility.
We have immediate openings in:

MED/SURG — NEUROLOGY
ONCOLOGY — ICU/CCU (PERMANENT MIDNIGHTS ONLY)

and are currently seeking experienced Psychiatric Nurses on all three shifts.
If you're interested, please fill out the coupon below and submit to:
JEANNE TAYLOR, R.N., Nurse Recruitment Specialist or call:
(313) 494-8871

HARPER-GRACE HOSPITALS
Grace Hospital Division
18700 Meyers Road
Detroit, Michigan 48235
Member Quadrangle Hospitals Association
An Equal Opportunity Employer M/F

NAME: PHONE:
YEAR GRADUATED & SCHOOL:
DIPLOMA, R.N. - ☐ ADDRESS:
A.D.N. - ☐
B.S.N. - ☐
L.P.N. - ☐
AREA OF INTEREST:

502 Help Wanted Dental-Medical

PUBLIC HEALTH
CLINICAL DENTIST
Immediate openings exist in the Oakland County Health Department. Applicants must have a valid license to practice dentistry in the State of Michigan by the Michigan State Board of Dentistry. Those who are not licensed, but have graduated from an accredited school, may take the examination, but will not be appointed until license is received. Salary: $25,492-$30,565.
For additional information or to obtain the necessary application materials, please contact:
Oakland County
1200 N. Telegraph • Pontiac, MI 48053
Phone: 858-0530
An Equal Opportunity and Affirmative Action Employer
Daniel T. Murphy, County Executive

RN-ASSISTANT PATIENT CARE
CO-ORDINATOR - OBSTETRICS
GRACE HOSPITAL HAS THREE (03) IMMEDIATE OPENINGS FOR A.P.C.C. (ASSISTANT HEAD NURSE) IN THE OBSTETRICS DEPARTMENT ON AFTERNOONS AND MIDNIGHTS. THESE POSITIONS ARE IN POST-PARTUM AND NURSERY. TO QUALIFY, YOU MUST HAVE A CURRENT MICHIGAN LICENSE, A MINIMUM OF ONE (01) TWO (02) YEARS EXPERIENCE IN HOSPITAL STAFF NURSING AND TEAM LEADING (PREFERABLY IN OBSTETRICS) AND BE WILLING TO ACCEPT LEADERSHIP RESPONSIBILITIES. WE OFFER AN ATTRACTIVE SALARY PLUS SHIFT DIFFERENTIAL AND AN EXCELLENT BENEFIT PACKAGE.
FOR FURTHER INFORMATION, CONTACT:
JEANNE TAYLOR, R.N.,
NURSE RECRUITMENT SPECIALIST
HARPER-GRACE HOSPITALS
H.R.D. - EMPLOYMENT SERVICES
3990 JOHN R., DETROIT, MICHIGAN 48201
(313) 494-8871
FOR PERSONAL INTERVIEW,
CALL: (313) 345-7030
HARPER-GRACE HOSPITALS
GRACE DIVISION
18700 MEYERS ROAD
DETROIT, MICHIGAN 48235
MEMBER QUADRANGLE ASSOCIATION
EQUAL OPPORTUNITY EMPLOYER M/F

502 Help Wanted Dental-Medical

RNs - 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 of scheduling when you are available to work, at rates. Excellent wages, work near home.
ANC 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

RNS & LPNS
Full time afternoons, part time midnights. Apply in person.
WILLIAMSBURG
Convalescent Dr.
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

RN-LPN

Good starting salaries, and good hospital benefits. Afternoon and midnight shifts. Modern facilities. See Mrs. Watkins

NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN'S

needed at Northville Regional Psychiatric Hospital. $15,743 to $16,683. Michigan Civil Service benefits. Please contact Mrs. Nixon.
349-1800, ext. 23
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST needed, full time. Light typing and knowledge of general office skills required. Apply in person at: Perfection Automotive Products, 1645 Larson Rd., Livonia.

SECRETARY
Experienced with advance typing and shorthand skills. Good organizational skills. Effective PR contact required. Apply in person at Personnel Office, Madonna College, 36600 Schoolcraft, Livonia, An Equal Opportunity Employer.

OFFICE ASSISTANT-diversified duties in a busy school office. Pleasant telephone manner required. Good typing skills necessary. Excellent fringes. Call:
BIRMINGHAM SCHOOLS
644-9300, ext. 246, Mrs. Janos

504 Help Wanted Office-Clerical

CLERK - TYPIST - for sales promotion department of nice Birmingham company. Full benefits and salary of $650 to start. Fee paid.

GREAT - Beginner spot! No experience. Start with this large Troy company. Type 50. Salary $580 with merit raises. Many benefits. Fee paid.

ESTIMATORS - Electrical and mechanical cost estimators for Birmingham company, able to analyze bids. Salary open. 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

FULL TIME Receptionist-Typist for Novi office. Includes light bookkeeping. Apply 23825 Heslip Drive. 348-3570

AUTO DEALER has 2 openings for general office work—will train. Ask for Ralph.
STELLA BUICK - 531-7000
25330 Grand River, Redford

IMMEDIATE OPENING
Customer Service
& Clerical
Experience helpful but not necessary, will train. Excellent benefits. Call for more details today.
HAMILTON/AVNET
ELECTRONICS
An Equal Opportunity Employer

GENERAL OFFICE

Do you like to type, file & do varied office assignments? We are sure to have a position to interest you.
CLERK TYPISTS
TRANSCHRIPTIONIST
LEGAL CLERK
Birmingham location, excellent employee benefits, on the job training, promotional opportunities. Call Vicki Sata for appointment, 645-2700.
LIBERTY MUTUAL
INSURANCE CO
Telegraph at 12½ Mile
An Equal Opportunity Employer

SECRETARY-Solicitor. Part time legal secretary in Insurance office, Livonia area. No typing or shorthand necessary. Hours 9 AM to 2 PM. Sat. $3.00 per hr. to start plus incentive commissions. 477-0721, 477-4201

WOMAN WANTED for property management office. Work includes account receivable, payable, payroll, payroll taxes, typing. Vast experience not necessary but must love figures & be willing to learn. 855-8300

IMMEDIATE OPENING for secretary for large medical supply house located in Livonia. Duties include typing, shorthand, and misc. filing. Full time position, 8 am to 5 pm. Mon. thru Fri. Good benefits. Call after 9 am 591-1500
An Equal Opportunity Employer

CLERK TYPIST, FRENCH
We are looking for a bilingual clerk for our International Division. Individual must be fluent in French and English. This job will include general office duties including light typing and phone work. Previous office experience helpful. If qualified, contact Jean Kendall,
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
355-9300, ext. 284
An Equal Opportunity Employer

CLERK-ADJUSTMENTS
We are looking for an individual with a general office background and the ability to effectively deal with the public. Applicants must type 55 - 60 wpm and have experience or schooling in the areas of Accounting or Bookkeeping. If qualified, contact Jean Kendall,
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
355-9300, ext. 284
An Equal Opportunity Employer

GENERAL LEDGER CLERK-requires three years accounting experience plus 50wpm typing, posting on MCR machine. Prepare daily statements, etc. Good benefits including tuition reimbursements. $10,000. Fee Paid.

SECRETARY/DISPATCHER-four years office experience plus 55wpm typing, variety of duties in Southfield. Graphics office. $800. Fee Paid.

SECRETARY/RECEPTIONIST-for Southfield law firm. No experience necessary, but skills must be 60wpm typing and 80wpm shorthand. Good advancement. $700. Fee Paid.

ACCURACY
Personnel Service
643-3050 358-3910

TEMPORARY
JOBS
SECRETARIES
BOOKKEEPERS
TYPISTS
RECEPTIONISTS
Don't let your skills go to waste. Earn top wages, work interesting jobs. Come in or call
643-3050
Accuracy
Temporary
Service
1080 No. Woodward, Birmingham

KEYPUNCH-KEY TAPE OPRS
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights. 532-1710

SECRETARY
Highly motivated, people oriented individual needed to provide secretarial support to fast paced pediatric clinic. Must enjoy working with children and dental students. Qualifications include 2 year previous experience with excellent typing and organizational skills. Shorthand desired. Excellent benefits including FREE TUITION. Call Sandra Dickerson, 577-3313
University of Detroit
An equal opportunity/affirmative action employer

504 Help Wanted Office-Clerical

AVAILABLE NOW

Secretaries to	$1000
Legal Secretaries	$975
Accountant	$900
Keypunch Operators	$750
Clerk Typist	$754
Secretary-Dictaphone	$715
General Office	$715
Steno	$700
File Clerk	$540

Many other positions available in the N. E. and N. W. Suburbs.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32969 Hamilton
Farmington Hills 553-5100
Saturday by appointment

SECRETARY - word processing experience, 60 WPM typing, excellent promotion potential, $800, fee paid.

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

LOIS RAY
PERSONNEL
559-0560

SWITCHBOARD OPERATOR-receptionist or will train. Apply in person after 9AM to Altair, Inc., 31121 Schoolcraft, Livonia.

LEGAL SECRETARY, will train. Southfield location, call Madelaine 354-3500

AUTO BILLER, experienced need only apply for large Dealership in Wayne. Contact Mrs. Ruitz, 722-9100

KEYPUNCH OPERATOR - 8 week assignment, 40 day shift. Livonia location, 12055 Farmington Rd. 348-3570

SECRETARY - use of dictaphone a must, possible part time, 1 girl office, top wages, to competent person. Northland area. call 643-8790

SMALL MANUFACTURING Company in Livonia has immediate opening for office help. Duties include general clerical work and some purchasing. Excellent opportunity, benefits. Send resume, P. O. Box 5788, Livonia, Mich., 48150 or call 261-7360

GIRL FRI./SEC'Y
Take Charge' person to fill general office position. Varied duties including processing orders, purchasing, inventory control, accounts receivable-payable. Basic office skills required, typing, phone, figures, etc. Experience preferred, good starting wage, benefit package, growth potential. Apply at 285 Midland, Highland Park. 865-7150

GIRL FRIDAY - Part-time, hours flexible, experience preferred. 641-1838

TYPIST - management company seeking accurate typist/general office clerk entry level position with excellent potential for advancement. Ask for Carlene 644-7500
An Equal Opportunity Employer

CLERK TYPIST, full time 8AM-5PM. RS Electronics 34442 Schoolcraft, Livonia. 525-1155

SECRETARY
For swimming pool company
Located in Bloomfield Hills
334-2531

SECRETARY needed for Southfield office of national organization. Good typing and organizational skills, experience required. Blue Cross, Blue Shield, Life Insurance and other benefits. Salary $8,000 annual. Call Carol 356-7000

PRESTIGE OPPORTUNITY
TO $11,700
FEE PAID. Your excellent clerical skills and flair for organization are needed for prestigious position with well known firm.
LIVONIA, $725 PLUS
Friendly co-workers, super hours, great boss, and much more come with this super position. Typing of 50-55 is all you'll need.
COMPUTER OPERATOR
TO $14,000
FEE PAID. Fantastic opportunity with growing company. Experience on a Systems III, model 10 or 15 preferred. Great benefits!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

RECEPTIONIST
Mature attitude, type 60 wpm., and pleasing telephone personality will qualify you for this challenging position with Southfield property management firm. Excellent salary and benefits available. Phone: Annabelle Grainger. 352-1450.

STATISTICAL TYPIST, experience necessary with strong secretarial background. Must be self starter. For Southfield CPA firm. Full time permanent position. 557-0440

SECRETARY wen excellent clerical and organizational skills to work with principals in large Southfield Law firm at American Center. Challenging and demanding work will offer gratification for mature, bright, sharp Girl Friday. Mr. Bernstein. 355-5000

GENERAL OFFICE Work - filing, typing, part-time morning hours, 8 AM to noon. 12 Mile-Southfield area. 537-6120

PART TIME - General office and typing duties for sales office in Troy. Hours are flexible. Between 9-5 PM 649-3343

SECRETARY for local auto repair facility. Some bookkeeping experience helpful. Salary based on experience. 477-5455

SECRETARY, Film Co. Southfield. Typing, filing, figure work. High pressure, 1 gal office. Shorthand helpful but not necessary. Call Mr. Buchbaum. 557-1711

SECRETARY-RECEPTIONIST, typing, some bookkeeping, neat appearing 682-0439. 362-2326

RECEPTIONIST for her boutique. Must be good with figures, able to meet the public. Full time. Good benefits. Oak Park area. 968-8060

Receptionist/Typist
Active Real Estate Office seeks individual with good clerical skills, pleasing phone voice, available for full time employment. Contact Jack Keoshian at 538-2000.

CENTURY 21
TODAY 538-2000

504 Help Wanted Office-Clerical

EXPERIENCED typist - receptionist, full time, Birmingham area. Pleasant surroundings in designers showroom. Benefits. Salary open. Call Mrs. Jeffery, 644-5700 643-6460

INSURANCE AGENCY needs experienced commercial lines person. Salary open. Southfield area. 275-5078

WOMAN WITH pleasant personality for small office with diversified duties. Experience in billing helpful. 838-5941

CLERICAL

Newark Electronics, an enterprise of Premier Industrial Corp. has an immediate opening for a person with a pleasing telephone voice. Other qualifications include light typing, filing and other related clerical duties. We offer a pleasant working environment along with a complete compensation program which includes many Fringe benefits. If you meet qualifications and would like to arrange for a confidential interview, Please call Mr. C. Reiman.
967-0600 Ext. 251
An Equal Opportunity Employer

RECEPTIONIST-TYPIST
Light bookkeeping. Fringe benefits. 12 Mile-Southfield area. 443-0076

GENERAL OFFICE, Experienced, good general math, accurate typing, good handwriting, full time. Schoolcraft-Farmington Rd. area. Monarch Press Inc. 425-4060

CLERK/TYPIST full or part time, accurate typing for invoicing, general office, pleasant atmosphere. 547-0540

SECRETARY - full or part time, good phone etiquette, shorthand, typing, general office, pleasant atmosphere. 547-0540

IMMEDIATE POSITION available for mature person experienced with life insurance. Some bookkeeping experience required. Excellent salary. 559-9160

MORTGAGE PROCESSOR, experienced in FHA, VA and Conventional applications - needed for busy Southfield Mortgage company. Top Pay. 5 days. 559-4700 ext. 25. Interview, call Sharon Anstett at 355-4000

SLERICAL - Male or female. General office, typing, filing, telephone, or sales organization. Excellent benefits. Pleasant working condition. Salary commensurate with experience. Southfield location. Call between 8:30 & 5 PM 645-1385

SECRETARY
For I girl office, prefer over 30. W. Suburban Area. 422-4963

Secretary/Steno

Looking for a career-minded individual willing to accept responsibilities. Minimum 3 years experience. Excellent shorthand and typing skills necessary and must be good with figures. Highly competitive pay position with progressive Company located in Troy. Good starting salary with Company paid benefits. Call Mr. Sands 585-8400

CLERK TYPIST
Good Figure aptitude a must, some office experience necessary. Salary negotiable. Call Helen:
355-9200 Ext.261

LEGAL SECRETARY. Experienced, mature, for general practice. Part time, 2 days a week, good pay. Oakland Mall area. 588-7272

NEED A MATURE RESPONSIBLE secretary for one girl office. No bookkeeping or shorthand required. Permanent job full time. Downtown area. Call 833-4430

EXECUTIVE SECRETARY for firm in Farmington, must have good typing and shorthand. Knowledge of general office management helpful, but not required. Excellent salary and benefits. Call Apropos International LTD. 644-0570

PERSON to work in Novi office and showroom. Will handle general office work and showroom customers. We need an intelligent, quick learner with pleasant personality. Salary commensurate with experience. Bookkeeping knowledge and public contact experience helpful. Call 348-4900

TERMINAL & TWX operator. Livonia Location, light typing helpful, call Mike 525-8100

LEGAL SECRETARY needed for growing Southfield Law firm specializing in corporate tax practice. Mag car experience preferred. Call ext. 21 354-3200

TYPIST-day shift, 40 hour week, 50WPM required. Southfield area. Call Mon thru Fri, 9am - 5pm. 424-8770

SECRETARIES
Recpt./Switchboard Operator
And
Word Processing Operator
For CPT 6700 and 8000
For Bloomfield Hills architectural firm. Call for appointment, TMP Associates. 338-4561
An Equal Opportunity Employer

KAUFMAN INSURANCE
GROUP
General Insurance
Move to new quarters in the American Center Bldg., 18th floor. 27777 Franklin, Southfield. Additional people needed for full and part time positions.
Commercial Lines
Personal Lines, Experienced
Secretary/Dictaphone
Clerk/Typist
Call Mrs. Wick, Personnel Director
354-0200

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
557-1171

CLERICAL HELP needed at a Plymouth location. Full time temporary, $3.00 per hour. No experience necessary. For more information call 459-4704

BOOKKEEPER, accounts receivable, accounts payable. Southfield travel company. 559-5900

FULL-TIME, experienced secretary for entertainment related business in Birmingham. Salary commensurate with experience. Submit resume to: Box P-1084, Birmingham, Mich.

DEPENDABLE, mature person to manage small office staff and do minor bookkeeping. Accounts Receivable and Payable, Payroll invoicing experienced only. Grand River, Lahser area. Contact Mr. Graves. 532-1900

CLERICAL TYPIST with figure aptitude, office experience: fringe benefits K.J. Law Engineers, Research Dr., Farmington Hills. 478-3150
An Equal Opportunity Employer

LEGAL SECRETARY for Southfield law firm. Experienced, light shorthand helpful. Salary commensurate with background. Great boss, benefits and working conditions. Ask for Mr. Tompkins. 353-1124

ALERT OFFICE Girl. Experienced in typing & general office. Monday through Friday. Call for particulars. Clarkston 625-3600

GENERAL OFFICE WORK with answering. Must have pleasant voice. Location near Greenfield & Plymouth. Call 255-1440

RECEPTIONIST
for Southfield Advertising Agency. Experience. With pleasant telephone personality. Good typist.
557-1414

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SECRETARY TO PRESIDENT of W. Bloomfield Insurance Agency. Excellent position & salary. Need Typing, Shorthand & Pleasant Personality.

SECRETARY- Assistant. CPA firm. Typing & general office work, full time. Farmington Hills area. 476-2115

BOOKKEEPER - thru trial balance, some typing, must take care of 1 girl office, reasonable salary, a full time job. Good attendance and dependability are important. Jay Tool & Die, 12200 Globe, Livonia.

ARE YOU A TYPIST

We have openings in the Southfield area for people who save excellent typing skills. If you are personable and reliable we have the temporary position that you have been looking for. Please call 272-8500 for an appointment.

Somebody-Sometime
Temporary Help
18615 W. 8 Mile, Suite 200
17322 Farmington Rd., Livonia
(in the Burton Executive Park.)

RECEPTIONIST/TYPIST for Birmingham law office. No prior legal experience required. 642-2000

Sales Secretary
Administration

NORDSON CORP. is searching for a Sales Secretary in a busy regional office. Since this is a 'one person' office, the successful candidate must be able to assume responsibility and work without close supervision. Sharp secretarial skills including shorthand, a must.
NORDSON CORP. is a growth oriented manufacturer of capital equipment for the Finishing and Packaging Industry, serving a world-wide market. Along with an attractive salary and a fully paid benefits program, at Nordson you have an excellent opportunity to grow and develop.
Please send resume, including salary history to:
ALAN REIGHARD
NORDSON CORPORATION
20789 Parker Rd.
Farmington, Mich. 48024
An Equal Opportunity Employer

TYPIST - RECEPTIONIST, for property management company. 355-1781

GENERAL OFFICE
Southfield CPA office, good salary & benefits. Call Miss Yolan 354-1800, Paragon Systems Company, 311 Travelers Towers.

TYPIST-downtown law firm. Will train, no typing, permanent, good benefits. NAS Creditors Service. 352-0100
An Equal Opportunity Employer

LEGAL SECRETARY needed for Bloomfield Hills law firm. Minimum 2 years experience with excellent skills. Salary commensurate with ability. Contact Susan at 642-3739

CLERICAL

FULL TIME. Assistant to Credit Manager. Must have experience in posting of accounts receivable ledger, typing skills, and general office procedures. Excellent benefits and working conditions. Office located in Plymouth, Livonia area. Call Das Pranas for interview appointment. 464-1200

MTGE FORECLOSURE CLK
Southfield mortgage company seeks a responsible & intelligent individual with typing & filing skills. Experience with foreclosures or mortgage servicing helpful. Salary commensurate with experience. Call Miss Blake: 353-8700

SECRETARY - Statistical typing, receptionist. Suburban CPA firm. Excellent pay for dedicated, professional person. 538-9050

MATURE WOMAN preferred. Opportunity to sharpen your former office skills. Afternoon Admitting Receptionist. Mon. thru Fri. 11AM - 7:30PM. Full time, benefits. ALSO: part time position every other weekend, 8AM-4PM. 338-7144

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Downriver professional requires your organizational skill to complete his presentation package. $225 start with benefits, provides extensive public contact & no shorthand necessary.
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LAW FIRM will train legal skills, if secretary with good secretarial skills, shorthand or notehand necessary. Call Judy 477-7388

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644-4600
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AGENCY

INSURANCE TYPIST
Bookkeeping experience helpful. Good opportunity for growth. Top salary & excellent working conditions. Southfield location. 355-4400

INSURANCE

Expanding Southfield agency. Top salary for qualified, experienced person in property and casualty commercial rating. New office, excellent working conditions.
355-4400

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