502 Help Wanted Dental-Medical

DENTAL HYGIENIST
For Northville Area
Pleasant office atmosphere
349-3441

DENTAL RECEPTIONIST
For Orthodontic office in Lathrup Village. Full time employment for mature person. Must be excellent typist and enjoy children.
559-4092

DENTAL RECEPTIONIST
FOR BIRMIGHAM OFFICE
Must be efficient and capable in all aspects of front desk. Neat appearance. Only qualified applicants need apply. Benefits. Pension & profit sharing. Salary open. Diane 642-4484

DENTAL RECEPTIONIST
Position available now for mature intelligent woman with pleasant phone voice. Must be able to do typing, filing, appointment scheduling. Insurance forms and pegboard accounting. $8.50 per hour plus numerous fringe benefits. Northwest Oakland county. Send resume to Box 249. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST - full time, experienced, top board. Insurance forms. Garden City. 425-9138

DENTAL RECEPTIONIST - W. Dearborn, experience, mature, full time, non smoker, modern office benefits.
563-2410

DENTAL RECEPTIONIST-full time: West Bloomfield area. Evenings or Saturdays. Experience preferred but not essential. 682-4370

DENTAL RECEPTIONIST for 1 man general practice. 20 to 28 hour week. 1 evening. Mature & experienced preferred. West Bloomfield. 851-5630

DENTAL RECEPTIONIST capable all aspects of front desk, including typing, insurance, and appointments. Full time. Qualified applicants only. Fringe benefits. All replies confidential. North area. Call days 354-4344, after 7 PM. 626-2681

DENTAL RECEPTIONIST - Full time position. Experience preferred, minimum some chairside assisting preferred. No evenings. Send resume to Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DYNAMIC DENTAL Practice in Plymouth. Custom area weeks concerned, enthusiastic and highly motivated individual who works well with others for a position in our business office. Prior dental or computer experience preferred. Please call 455-6355

EXPERIENCED DENTAL Assistant wanted for friendly Troy practice. Front desk and chairside duties. Benefits. 689-9012

EXPERIENCED insurance girl for ophthalmologist office in Southfield. Part time or ...
646-2590

EXPERIENCED lab assistant needed for Southfield medical lab, full time, excellent benefits, must be hard worker, contact Ms. Bobbie. 557-1300

EXPERIENCED Medical Assistant for Orthopedic office in Southfield. Knowledge of insurance necessary. Very helpful. Monday thru Friday. 569-2349

Flexible Scheduling
Limited Nursing Assistant positions
On afternoons and evenings
Call Ms Southern 476-0556
for interview & tour
throughout our facility
Dorvin Convalescent Center
29270 Morlock, Livonia
One block so. of 8 Mile

FRONT OFFICE - Southfield area, experience required, light bookkeeping, peg board, knowledge of insurance, references, excellent salary, all fringe benefits.
Call between 10pm-11pm*647-1377

GENERAL Office, part time including weekends. Mature dependable. Medical experience preferred. $3.50 hr. Garden City. 421-3300, ext. 395

HEALTH RECORDS ANALYST
Experience in coding, abstracting and medical audits required. Part-time, 30 hrs. per week, days. Salary commensurate with experience. Apply Kern Hospital, 21230 Dequindre, Warren.

Home Nursing
Total care for your loved ones. We have AIDES, COMPANIONS, RNS, LPNS, OTS, PTS & RTS. Immediate placement in your home. 24 hr. availability.
MED CALL
559-8090

INSURANCE BILLER for large Medical specialty practice, full time, northwest suburb. Call 352-3333
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC DENTAL office manager. Responsible position, experience preferred. 553-0031

ORTHODONTIC LAB needs finisher that will be working with acrylics, or experienced in denture finishing, hours flexible. Garden City area. 422-6450

502 Help Wanted Dental-Medical

LABORATORY ASSISTANTS
Full or part time. Blood drawing and EKG experience preferred. Apply at: Physician Clinical Laboratory, 5 Research Dr., ann Arbor, Michigan.

LAB TECHNICIAN
with experience for internal office. Pay commensurate with experience.
476-8060

LPN - for busy Ob-gyn office, 4 days per week. Birmingham area. 645-2783

LPN OR MEDICAL ASSIstant needed for allergist office in Troy. Call
528-9010

LPN'S OR RN'S, needed 2 afternoons per week, competitive salary and nice working conditions. Call or apply Oak Hill Nursing Home, 31225 Grand River, Farmington 477-7372

LPN
3-11PM shift, $45 per day. Full or part time. R.N., day shift, $51 per day, full time. Southfield long term health term facility. Excellent benefits. Jewish home for aged. Call Ms. Harris, 8AM-5PM.
352-2336

MANAGER - O.B.-GYN office. Experienced, receptionist, insurance, billing, all insurances & bookkeeping. Southfield. 559-0650

MATURE highly motivated woman for Doctors office. Experienced in Medical Insurance - billing, willing to learn X-rays. Benefits. Call Mon. - Fri., 9-5 PM. Southfield. 569-1785

MEDICAL ASSISTANT experience preferred, EKG, X-ray, Greenfield, Dry. 835-5218

MEDICAL ASSISTANT for physician's office in Livonia, previous experience preferable. 474-6400

MEDICAL ASSISTANT for Southfield office, experienced in peg board, insurance, typing skills would be helpful, will train in other office procedures.
569-2066

MEDICAL ASSISTANT - ophthalmologist office seeks capable & responsible person, experience desirable but not necessary. Fringe benefits. Bloomfield Hills area. Reply box 256 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT for Pediatrist office in Oak Park. Part time, salary negotiable. Call for interview 543-5557

MEDICAL ASSISTANT,
full time. Must do CBC & injections. Livonia. 478-2723

MEDICAL RECEPTIONIST - Must be experienced, typing, pegboard, typing, insurance forms. 5 days a week, no Sat.. Berkley. Southfield area 553-8800

MEDICAL RECEPTIONIST
For Farmington Hills Allergy office. Must be experienced, pegboard, type & insurance forms. Call 557-5008

MEDICAL RECEPTIONIST
Experienced in Insurance billing & front office duties. Needed for Doctor of Internal medicine.
Call Cassion - Plymouth 453-0080

MEDICAL RECEPTIONIST-Experienced, full or part time. Excellent hours, good working conditions, etc. Farmington Hills. 478-7733

MEDICAL SECRETARY-Experienced, full or part time. Excellent hours, good working conditions, etc. Farmington Hills. 478-7733

MEDICAL TECHNOLOGIST
Position on Medical Laboratory teaching staff of accredited private school offers welcome change of pace for MT. Regular hours. No evenings or weekends. Generous vacation plan first year. Must be experienced in basic laboratory procedures. Must have ability to relate well to students. Resume required for personal interview. Call 588-1081

MIDNIGHT NURSE
A progressive ECF under a new management in Westland is looking for an RN with leadership ability. Excellent salary. Call PAT OSTLUND.
Middlebelt-Hope
Nursing Center
326-1200

NURSE AIDES
FULL TIME POSITIONS on midnight shift. Starting pay 30c over minimum wage. Apply in person
FRANKLIN MANOR
26900 Franklin Rd.,
Southfield
352-7390

Nurse's Aids
DAYS & AFTERNOONS
Help us replace our college students who will soon be leaving. No experience needed, we will train you. Come in for an interview between 9am-2pm Mon. thru Fri.
University Nursing Home
28550 W. Five Mile
Livonia 427-8270

504 Help Wanted Office-Clerical

ENGINEERING CLERK
Rapidly expanding national printing ink manufacturer, headquartered near Southfield and Telegraph requires Engineering Clerk with one year experience. Candidates should have good communications skills and basic typing skills.
Send resume, call 538-6600,ext 10 for application or apply in person between 9AM-4PM.
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
FLINT INK CORPORATION
Equal Opportunity Employer

DATING PROCESSING CLERKS
Requires minimum typing skills of 50 wpm. Familiarity with the operation of computer terminals or other related equipment. Individuals must be capable of organizing work and time and able to work with minimal supervision. We are also accepting applications for:
Clerk Typist
Secretary, Sr.
Export Clerk
Account Clerk, Sr.
Press Operator-Copy Center
Associate Refurbishing Coordinator
All position require a minimum of one year job related experience. Clerical positions requires minimum 55-60 wpm typing speed.
We offer an excellent benefit package and a competitive salary. To arrange an interview, please call or send resume to:
Carolyn J. Williams
Personnel Specialist
nt northern telecom
Northern Telecom Systems Corporation
A Northern Telecom Company
100 Phoenix Drive - P.O. Box D
Ann Arbor, Michigan 48106
(313) 973-4700
An Equal Opportunity Employer M/F

O&E

502 Help Wanted Dental-Medical

NURSE AIDES
Full Time, All Shifts,
Apply in person
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile

NURSE AIDES - needed, all shifts, part & full time & weekend only available, we offer a competitive salary and nice working conditions. Call or apply to Oak Hill Nursing Home, 31225 Grand River, Farmington 477-7372

NURSE AIDES & ORDERLIES. Full time, all shifts. On the job training. Some weekends. Bedford Villa Nursing Home. Southfield. 557-3333

NURSE AIDES
REWARDING JOB OPPORTUNITIES. Become a needed and special individual by caring for the elderly. Full and part time positions available on all shifts. Starting wage 30c over minimum wage. Apply in person:
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd. Southfield
352-7390

NURSE AIDES
To work in pleasant senior citizen apartment complex, Southfield area. All shifts available, full or part time. Experience necessary.
COMPANIONS
4 PM to 9 PM eves. & weekends.
Franklin Club Apts.
28301 Franklin Rd., Southfield
353-2810

NURSES AIDES
7-3 PM. Start at $3.35 plus benefits. Apply in person. Wisking Well Manor, 550 W. Main St., Northville.

ORAL SURGERY OFFICE
Some general office experience for a large oral surgery office. Assisting and insurance forms. 24 hours per week. Benefits. Southfield area.
557-4644

ORTHODONTIC ASSISTANT
Experienced assistant to work for an Orthodontist. Full time, 5 days a week, day week preferred but part time would be considered. Excellent fringe benefits.
425-2260

PART TIME approx 30 hours, doctors office in Troy to help doctor with patients, bookkeeping & some phone. 363-2227

PART TIME doctor's assistant. No experience necessary. Must love children. Hours vary. Send resume to 22950 W. 13 Mile Rd., Farmington Hills, Mich. 48018.

PART TIME Mature, Phone Receptionist needed for busy Beverly Hills office, experienced preferred, call Janet for interview 647-7418

PART TIME-Medical office person to work Monday, Wednesday, Friday. Experienced in Dictaphone, Typing, Filing, Answering phone, making appointments some insurance 569-5985

PEDIATRIC MEDICAL ASSISTANT. Only experienced need apply. Farmington area. Applicants please call Gladys 477-6851

PERMANENT EMPLOYMENT, medical assistant, filing, and typing a must. Good salary commensurate with experience. Call Debbie
For appointment.
569-7144

ACCOUNTING CLERK
Payroll, accounts receivable, operate Philips mini-computer. Southfield area. 354-4100

ACCOUNTING CLERKS
TYPISTS
We have immediate temporary assignments in Southfield & Detroit areas. Top pay rates. If you qualify. Call for an appointment today.
GALLAGHER
TEMPORARY PERSONNEL
Oak Park 968-1530
Minimum Age 18

ACCOUNTING
TRAINEE
Excellent opportunity for individual with 1 yr. H.S. Accounting, to learn automobile dealer accounting. Ideal position for older woman desiring to re-enter job market. Full time position. Excellent starting wage & fringe benefits. Call W. H. Hadley.
534-1400
Dexter Chevrolet

ACCOUNTS PAYABLE and Payroll families with peg board system. Requires light typing. Northwest area.
ACCOUNTS PAYABLE & PAYROLL

Property management in Northland area is seeking an experienced person to train on computer, pleasant working conditions, typing skills a must.
Call Sylvia
569-5555

Accounts Payable Clerk
Experienced person needed for Accounting Staff to assist in all phases of account payable functions. Must have good math skills, detail orientated and data processing experience preferred area. Call weekdays between 10 AM and 3 PM.
349-5000

ACCOUNTS PAYABLE - full time, experienced, busy wall covering chain, Berkley & Sterling area.
548-3100
ACCTS PAYABLE

Troy firm seeks mature, thorough individual having good judgement and numerical aptitude. Duties include payables, payroll, inventory costing, CMT entry, and normal office functions. Company paid benefits. Call Mr. Kanar.
280-0101

ADMINISTRATIVE Secretary, Dearborn Heights area, experience necessary, dynamic individual willing to excel, leadership potential. Immediate call for appointment. 381-8427

ADMINISTRATIVE SECRETARY to one of the top producing insurance salesman in the U.S. Excellent skills required. Competitive starting salary. Jobtil. Send resume to K. Edwards, 1370 American Center, Southfield, 48075

ADMINISTRATIVE SECRETARY
AHA, the leading Service Management Company, is seeking an experienced and efficient Secretary with strong typing and shorthand skills to handle full Sr. Secretary responsibilities for our regional Management locale in the Southfield/Birmingham Area.
This position provides a challenging opportunity to participate in a dynamic 18,000 member sales force. Excellent career responsibility for the career-minded individual. We offer an attractive starting salary and a comprehensive fringe benefit package.
To schedule an interview, contact: Denise Petracci
Personnel Department
313-557-7190
All inquiries will be held in strict confidence.
Affirmative Action/Equal Opportunity M/F

ADVANCEMENT!
FEE PAID. Variety, raises, great co-workers, nice benefits, rapid advancement, see much, meet more, come with super opportunities! Type 50 wpm. Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

ALERT Office Girl,
general office duties, Monday to Friday, 9-5 PM. Call for particulars.
Clarenon. 653-8810

502 Help Wanted Dental-Medical

RNS & LPNS
Full time, All Shifts. Starting salary, LPN $64 per shift.
RN $50 per shift.
WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm
Between Grand River & 8 Mile
476-8300

RNS & LPNS
Full time; all shifts, fringe benefits. Pleasant working conditions. Bedford Villa Nursing Home. Southfield. 557-3333

RNS & LPNS. Full and part time. All Shifts. Apply 9 AM to 4 PM, Monday through Friday, Arnold Home, 18520 W. 7 Mile. KE1-4001, Ext. 28

RN's
Needed at Northville Regional Psychiatric Hospital, 31735 to $16,683.
Michigan Civil Service benefits. Please contact Mrs. Bjorkman.
349-1800 ext.231
An Equal Opportunity Employer

RN. Farmington Hills Allergy office. Good pay for experienced mature individual Call
553-0068

VETERINARY HOSPITAL reception-ist, experience helpful, must be personable and knowledgable. Good staff to work with. Birmingham. 646-1669

WESTLAND PHYSICIAN needs a bright, pleasant girl for the front office. Insurance, insurance, 40 hrs. no Saturdays. Call for interview 728-1212

WHITEHALL HOME on Grand River needs Nurse Aides, 4-12 p.m. Friday and Saturday. Call
474-3462

X-RAY TECHNICIAN - part time, experienced for busy Garden City clinic. Phone Janet for interview. 421-7478

X - RAY TECHNICIAN
One day per week
Birmingham location.
647-4420

X-RAY TECHNICIAN
Registered, Experienced.
Troy area.
649-4449

X-RAY TECH
Reg. or reg. eligible, contingent only. Apply Kern Hospital, 21230 Dequindre, Warren from 8 AM - 2 PM.
528-6320, ext. 126

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $180wk
Clerk Typists to $190wk.
Simons & Seery's to $212,000
Many other positions available. Most Fees paid by Employer.
Employment Center
Inc
569-1636

ACCOUNTANT
BOOKKEEPER
Full charge, financial statements, tax returns, typing ability. Land management firm. Domestic Associates Inc. Schoolcraft & Merriman area.
522-5030

ACCOUNTANT
SOUTHFIELD office of National data processing service seeks a personable individual with accounting background for assist in sales and customer service. At least 1 or 2 years of accounting experience required.
Call Dave
For appointment.
569-7144

ACCOUNTING CLERK
Payroll, accounts receivable, operate Philips mini-computer. Southfield area. 354-4100

ACCOUNTING CLERKS
TYPISTS
We have immediate temporary assignments in Southfield & Detroit areas. Top pay rates. If you qualify. Call for an appointment today.
GALLAGHER
TEMPORARY PERSONNEL
Oak Park 968-1530
Minimum Age 18

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TRAINEE
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Dexter Chevrolet

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Personnel Department
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All inquiries will be held in strict confidence.
Affirmative Action/Equal Opportunity M/F

ADVANCEMENT!
FEE PAID. Variety, raises, great co-workers, nice benefits, rapid advancement, see much, meet more, come with super opportunities! Type 50 wpm. Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

ALERT Office Girl,
general office duties, Monday to Friday, 9-5 PM. Call for particulars.
Clarenon. 653-8810

504 Help Wanted Office-Clerical

A PART TIME Legal Secretary with legal card experience needed for flexible afternoon hours. Troy area. Call between 9 am and 5 pm. 362-1300

ARCHITECTS office needs 1 office girl, full or part time. $4.00 an hour. Some experience required. 8AM-4:30PM. 355-5420 or 358-1148

ARE YOU AN EXPERIENCED
Shorthand/Typist?
KEYPUNCH
MAG CARD 1 & 2
Word Processors
BOOKKEEPER
10 to 40 hrs/week
part of the temporary
SOS STAFF
Suburban
Office Services
HOUSE OF SUBURBS
FARMINGTON 477-9842

ATTENTION
WITT
The "Temporary Help" People
WE HAVE MOVED TO LARGER QUARTERS IN THE:
LWL Executive Offices
29865 W. 6 Mile
525-0330
We are looking for:
SECRETARIES
JR. & SR. TYPISTS
DATA ENTRY
ALL OTHER
OFFICE SKILLS
Come in and have a cup of coffee and find out what we can do for you.
Other offices to help you:
WEST BLOOMFIELD 681-7685
OAK PARK 967-0336

ATTRACTIVE EXECUTIVE Secretary, Birmingham office, hours 10-5PM. Excellent typist, shorthand preferred but not required, salary open. 644-1950

AUTO DEALER
Experienced Service Cashier for large volume Southfield dealership. Dealership Experience a Must. Excellent Benefits & Pay. Call Lois at: Tamarof Honda Southfield 353-1300

AUTO DEALER needs cashier and PBX operator, auto dealership experience preferred but not essential. Call Mrs Frostiera 531-7000

AUTO DEALERSHIP cashier-accounts receivable, full time, typing ability necessary, 5 day week. Contact Phyllis at Anderson Honda, Bloomfield Hills. 333-3200

AUTOMOTIVE manufacturers rep. located in Southfield needs office help, typing, adding machine, & phone skills essential. Please call 358-5350 for details.

A VARIETY SPOT
Career with a well established suburban company. People ability a must. Moderate typing, fee paid. $700 month. Call Polly.
644-4600
SNELLING & SNELLING
AGENCY

BEGINNING POSITION in busy Southfield Office for individual with good Typing skills (45WPM +), must be eager to work & possess good grammar, spelling habits & be willing to be trained on word processing & Telex equipment. Call
355-8875

BEGINNING TYPISTS - needed for large Southfield company. Here is your chance to get started in your business career. If you type 45 to 50 WPM. Salary $563 to $625 plus excellent benefits & agency fee paid.

BE A LEGAL SECRETARY - great law firm in beautiful Bloomfield offices will train experienced secretary with strong card skills. No shorthand. Openings at $550 plus benefits. Fee paid.

SECRETARY - to VIP in Large Troy development company, mature person with good skills & experience will earn $11,440. Outstanding benefits & fee paid.

PAYROLL CLERK - for Royal Oak company. Good experience required. Some typing. Salary $555 to $760. Full benefits, fee paid.

RECEPTIONIST - Secretary for small Farmington company. Good typing required to work in pleasant atmosphere. Salary $760 plus benefits & fee paid.

ADAMS
&
MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

BIRMINGHAM- The Title Stop
Responsible well organized, order and receiving clerk, accounts payable, accounts receivable, typing, good math, some customer service and telephone. Morning 20-25 hours or full time, 35 hours, no evenings. Permanent position. Vacation pay, employee discounts. Management potential.
851-2042

BOOKKEEPER
Full charge thru financial statements. CPA office in Bloomfield Hills. Call mornings 858-3100

BOOKKEEPER
Approximate 30 hour week. Full charge, responsibility for small corporation. Livonia. 522-7593

BOOKKEEPER
ASSISTANT
Experienced in 10 key adding machine & general office practices. Southfield.
PEGGY
353-7766

BOOKKEEPER. Experienced with Payroll & Sales Tax, financial statements. Work in Southfield, CPA office on several sets of books. Full time.
557-5257

BOOKKEEPER
Experienced, full charge thru trial balance & payroll taxes. Troy area.
476-3344

BOOKKEEPER. For Southfield CPA office. Prepare Sales Taxes & Payroll tax reports. Post to general ledger & prepare financial statements. 569-1823

BOOKKEEPER-full time position, experienced thru Trial balance.
Pontiac area 332-1615

BOOKKEEPER needed for landscape company, Rochester area, must be able to complete set of books, accounts receivable, balance sheet, payroll, accounts payable, journal entries, etc. Mon.-Fri., 45 hourly. Call Mr. Crawford, 9-5pm 254-4114

BOOKKEEPER - prior experience helpful. Must know income tax experience, able to work independently, good hours. 476-3344

BOOKKEEPER, SMALL office, downtown Birmingham, no Sat. Good fringes. 645-2050

BOOKKEEPER
Southfield CPA firm. Prepare Payroll and Sales Tax reports, enter trial balance.
557-5728

CLERICAL/Phone, weekends only, answering phones, dispatching and very light clerical duties, $3.64 per hour. Shifts available. Consolidated Security, 3000 Town Center, Suite 690, Southfield. 358-5380

504 Help Wanted Office-Clerical

BOOKKEEPING and Computer experience. Good working conditions. Fringes. Wayne Area.
Thunderline Corp. 728-2100

BOOKKEEPING thru trial balance for CPA office, Inkster area. Prior experience preferred. Fringe benefits. 15 Million Dollar Company. 845-0078

BUSINESS OFFICE SUPERVISOR
Accounting & bookkeeping training and experience required. Knowledge of data processing preferred. IBM-3780 terminal used for payroll & general ledger. Must be able to relate well with staff. School system with 15 million budget. Excellent salary & fringe benefits. Send resume to: Van Buren Public Schools, 555 W. Cross at Columbia, Van Buren, Mich. 48111, Attn: Business Office

CITY OF LIVONIA
CLERICAL POSITIONS
All positions require Livonia residency, high school diploma or equivalent, plus:
CLERK I: $9,838 - $12,083 plus COLA. Must have 1 year full time job or relevant work experience. CLERK II: $11,848 - $14,543 plus COLA. Must have at least 2 years full time job clerical experience in last 5 years, prefer at least 1 year full time job experience in senior citizen's programs. CLERK - TYPIST I: $10,038 - $12,318 plus COLA. A minimum 1 year full time paid typist experience (65 WPM), plus CLERK - STENOGRAPHER I: $11,858 - $13,554 plus COLA. 2 years full time paid clerical experience or similar degree (typing 45 WPM, shorthand 70WM).
Apply no later than Monday, August 6, 1979, Civil Service Commission, 33615 7 Mile.
An Equal Opportunity Employer

CLERICAL, full time, aptitude for figures, good benefits. Colonial House of Furniture, 30922 Middlebelt, between 7 and 8 Mile, Livonia.

CLERICAL - steady, part time, for Tel Twelve Area, flexible hours, no Sat. Call Mr. Hadley, 8AM-5PM. Give number & qualifications to T. Francis. PO Box 34336, Detroit, MI 48234

CLERICAL CPA firm seeking above average experienced responsible self starter for personnel/Employee Benefit Administration. Send resume in confidence to Schenke & Co., 470 American Center, Southfield, Mich. 48075

CLERK-COMPUTER
Permanent full time position available for someone who knows data on a CRT or someone who works well with a 10-key adding machine. This is a unique entry level position in which you will be asked to do everything related to keypunch, pleasant working conditions in our Southfield area offices. Call Mr. D'Agostino after 10am 548-3303, ext. 51

CLERK TYPIST
Clerk typist for real estate service related company. Must be detail conscious and well organized with typing 55 wpm, high school graduate with 1 yr. minimum experience in real estate office or lending institution. Permanent, full time position. Excellent salary and benefits. Phone after 10 AM to arrange interview. 476-6822

CLERK TYPIST
Entry level position for accurate typist. Mail type 40 wpm. Room to advance. Please call ext. 703, 557-4800.
On
MACCABEES MUTUAL
LIFE INSURANCE CO.
25800 Northwestern Highway
Southfield, MI 48037
An Equal Opportunity Employer

CLERK-TYPIST
For Catering Office
Pleasant atmosphere. Free meals. If you like working people and can organize a busy office, give us a call at
569-6700, ext. 945
Monday thru Friday, 8am-4pm.

CLERK TYPIST for Insurance office. Rochester- Troy area. Days, 832-3300, evenings. 375-9160

CLERK TYPIST, immediate opening, no experience necessary. Title Insurance Co., 19 Mile & Crooks, call for appointment, Sheryl. 879-9652

Clerk Typist
Immediate opening for typist to work at our mortgage office located at 12 Mile and Farmington Roads. Must type at least 45 w.p.m. accurately. Previous office experience desirable. Apply in person from 9 AM - 3 PM Monday - Friday.
1st Federal Savings of Detroit
An Equal Opportunity Employer

CLERK TYPIST, no experience necessary. Meet the public, interesting work centering around operation of our computer. Excellent benefits. Close to Greenfield Center. Call Mr. Kaplan, Greenfield Finance, 896 So. Wayne Rd., Westland. 326-5010

CLERK TYPIST
Order dept. Salary commensurate with experience. Excellent benefit package. 729-5400
Equal Opportunity Employer M/F

CLERK TYPIST
Typing, filing, good phone manner, some bookkeeping helpful
355-1355

CLERK TYPIST
TEMPORARY
Variable hours to work for approximately 6 months. Typing required.
MICHIGAN LIFE
Insurance Company
28333 TELEGRAPH
355-5500 Ext.215
An Equal Opportunity Employer

CLERK TYPIST
Temporary position to assume a variety of duties in the underwriting department. Typing & Math Skills required. Coding experience helpful.
MICHIGAN LIFE
Insurance Company
28333 TELEGRAPH
355-5500 Ext. 215
An Equal Opportunity Employer

CLERK TYPIST wanted. Full time, experience required. Lathrup Village area. Please call
557-2660

CLERK TYPIST, 55 w.p.m., needed for full time position in Loan Dept. Apply between 8:30 AM - 3 PM at First of Citizens Bank, 3001 W. Big Beaver, Troy.

CONSTRUCTION CLERK duties include timekeeping, expediting and purchasing, typing ability required, immediate opening. Send resume or call Price Brothers Co. 12631 Newburgh Rd. Livonia.
An Equal Opportunity Employer

CRT OPERATORS
Southfield firm has a need for accurate typists to train as CRT operators. Good benefits and pleasant working conditions. National Account Systems. Call Mr. Rafalski. 353-5855
An Equal Opportunity Employer

DATA ENTRY
OPERATOR
AD AGENCY
Bloomfield Hills Advertising Agency has an immediate opening for a Data Entry Equipment Operator. Candidate must have actual Keypunch experience and currently be capable of punching 18,000 strokes per hour. Position will be on second shift.
Call Personnel department.
646-1000
Equal Opportunity Employer M/F/H

DATA PROCESSING
SUPERVISION
Immediate opening for an ambitious individual seeking a career in a fast growing field. College education or 3 years experience in Data Processing preferred. Excellent fringe benefits.
SPARTAN STORES, INC.
9978 Haggerty
Plymouth, Michigan
453-8000

ENTRY LEVEL ACCOUNTANTS
for local CPA firm. Must have Bachelor's degree & transportation. Send resume & transcript to
R.J. Dickstein & Co., 18200 Middlebelt Road, Suite 101, Livonia, 48152

EXPERIENCED legal secretary needed for small Birmingham law office with corporate & real estate practice. Salary commensurate with experience.
644-8422

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
North suburban office seeks person to handle secretarial & some administrative support for executive staff. Applicants must have two years experience, excellent typing & secretarial skills, be a self-starter, some college background preferred.

Congenial personality & regard for appearance is essential. Full fringe benefits, accompany excellent salary program. Apply in resume format to: Box212, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED INSURANCE
Billing Clerk
7 Mile-Lahser area.
Ask for Velda 331-7850

EXPERIENCED LEGAL Secretary wanted for Southfield Law Firm. General practice with personal injury emphasis. 548-3131

EXPERIENCED SECRETARY
Shorthand skills wanted for Southfield corporate law firm. Pleasant working conditions with salary open.
Ext. 57,557-8500

EXPERIENCED statistical typist for CPA office in Southfield. 352-2180

FARMINGTON HILLS
Small office needs General Office help
Full time
553-1902

FILING CLERK - full time for large Medical Clinic, northwest suburb. Please reply to Box 290.
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FIRMPOWER APPLIANCE has opening for a mature person in clerical dept. will be responsible for inputting data into CRT, typing skills also necessary. Apply in person Fretter Appliance, 35901 Schoolcraft, between 8am-5pm. Mon. thru Fri.

FULL TIME BOOKKEEPER
Must be able to do payroll, income statement & balance sheet including payroll. Apply in person, 4715 23 Mile Road, Utica. (Between Shelby & Ryan Rds.)

FULL TIME SECRETARY
Typing, filing, answering phone. Apply in person, 4715 23 Mile Road, Utica. (Between Shelby & Ryan Rds.)

GAL FRIDAY, to run office of large Coin Machine Distributing Firm. Should have some knowledge of bookkeeping, typing, shorthand helpful. Pleasant working conditions, in beautiful facilities. Livonia Area. Company benefits, salary commensurate with exp. Call for appointment 352-8500

GENERAL OFFICE
Duties include typing, switchboard relief, filing, Xerxoing, and other misc. office duties including some errands.
Southfield location. Call 548-4800

GENERAL OFFICE WORK
Experienced only for steel corporation in Downtown Detroit. 358-5313

GENERAL OFFICE
8:30AM-3PM. 5 days. 35 Mile-Telegraph area. Call after 3PM.
642-2100

GENERAL OFFICE CLERK
some knowledge with figures
557-5736

GENERAL OFFICE, part time, for busy Mon. thru. Fri. 8 until 1 and 2 to 6 PM. Call Between 9AM-5PM 533-7000

GENERAL OFFICE CLERK
Some Typing & knowledge of 10 key adding machine essential. N.W. Detroit
533-7007

GENERAL OFFICE
Mature person required for general office work, opening mail, filing, etc. typing required. Livonia-Redford area.
425-3600

GENERAL OFFICE for electrical contractor. Must have minimum 2 years experience. Good typing; pleasant phone voice. 8-4:30PM, 5 days. Salary open. Southfield area. Call Mon thru Fri. 559-7040

GENERAL OFFICE
Mature person with some office skills. Type 40WPM with good math aptitude. Pleasant contemporary surroundings. Work. Warm motivated environment. Full benefit package.
Please Call For Appointment
B. & E. SALES
12830 GREENFIELD - DETROIT
836-8780 Ext. 372

GIRL FRIDAY, full time, must type accurately, be responsible & have transportation. Medical background helpful. 273-0222. After 6PM 538-8383

GIRL FRIDAY/Immediate opening for experienced gal with outgoing personality to handle front office duties in Livonia area. 535-7747

GOOD NEWS
KELLY SERVICES has opened (2) special interviewing centers for your convenience. Apply for temporary office and clerical work between 8:30 AM and 3 PM, at the center nearest you.
233 S. MAIN, PLYMOUTH
(across from the Dairy Queen)
32669 W. WARREN
GARDEN CITY
(Warren & Venoy Plaza in the Mall)
522-4025
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

GOOD RESPONSIBLE Girl Friday needed. Typing experience preferred. Good phone personality a must. Filing experience helpful. Bookkeeping & shipping. Full benefits plus excellent salary. Call Barbara.
348-2700

GROWING Southfield law firm seeking experienced legal secretary. Call Nick 357-8505

"HERE WE GROW AGAIN"
As a fast growing company, the Lear corp. needs experienced clerical and service personnel. Positions include Executive Secretary, Secretary, Data Service Technician and Service Supervisor. Full benefits! These positions offer dynamic opportunities for advancement and excellent salary potential. For a confidential interview, please call Mr. Parker at: 348-3000, 9 AM to 4:30 PM.
An Equal Opportunity Employer

HOME TYPISTS
Typing for court reporters-dictaphone experience and accuracy a must. Full time preferred.

HOTEL/MOTEL Receptionist - front desk, PBX, typing. Part time - full time including weekends. Apply in person 8 to 11 Am. or 3 to 4 PM. Bentwood Inn, 28000 Grand River, Farmington Hills.

IF YOU have top skills, experience and ready to move up into full responsibility, we have a job for a plaintiff, defendant firm, call Diane 356-4411

IMMEDIATE OPENING for receptionist switchboard operator for Bloomfield Hills architectural firm. Must type 45 wpm. Call for appointment. 334-4541
An Equal Opportunity Employer

IMMEDIATE OPENING
for responsible, capable, mature person as girl Friday for busy insurance agency. For appointment call Barbara at
641-0650

INSURANCE AGENCY in Southfield needs mature file and mail person with experience. Comprehensive benefits. Call Pam Hinas at 353-5600
An Equal Opportunity Employer

INSURANCE AGENCY wants mature person experienced in Auto & Homeowners. Typing necessary. Chance for advancement. Rochester-Troy area 852-3300, evenings 375-9468

INSURANCE RATER
Troy Insurance Agency seeking person with personal lines. Full time, full benefits. Willmore Agency, Inc. 362-3200

INVOICE ACCOUNTING CLERK - Immediate opening for experienced typist clerk in Next. Good figure aptitude and light typing. Excellent benefits. 557-2400

JUNIOR PROOFREADER
Typing ability required. Good figure aptitude. Light typing. Excellent benefits. 557-2400

504 Help Wanted Office-Clerical

INSURANCE OPENINGS
Personal Lines
Commercial Lines
Clerk & Representatives
Secretary & Typist
Account Executive
Underwriter & Processing Mgr
A growing agency looking for experienced people. We have good clients, good facilities with modern equipment. Excellent salary/fringe benefits.
Hempstead, Barrett &