502 Help Wanted Dental-Medical

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

DIETARY AIDE
Part-time 4:30 to 7:30 PM.
FRANKLIN MANOR
26900 Franklin Rd.
Southfield
352-7390

DOCTORS OFFICE in Southfield looking for part time medical typist with office experience preferred to work Monday, Wednesday, Friday from 9-5pm. 569-5981

EXPERIENCED CHAIRSIDE dental assistant needed for progressive Livonia general practice. Extensive knowledge of crown and bridge and four handed technique a must. 535-3515

EXPERIENCED DENTAL assistant with references wanted for oral-surgical practice. Birmingham.
649-2115

EXPERIENCED Medical Assistant for Orthopedic office in Southfield. Knowledge of instrument sterilization a helpful. Monday thru Friday. 569-2269

EXPERIENCED MEDICAL Secretary. Familiar with insurance billing and payroll accounting, for 2 vascular surgeons. 559-7590

EXPERIENCED Private Duty Aide needed. Day Shift. Call Mr. Parent at 397-0600

FULL TIME MEDICAL office help needed, experience preferred, salary open. 7Mile-Evergreen Area. 537-8250

DENTAL RECEPTIONIST for Northwest Detroit - Redford area office. Experience in pg board, insurance, & appointment scheduling preferred. 4½ days, no evenings. Pension & profit plan. Uniform allowance. Six day & vacation benefits 851-6918

DENTAL RECEPTIONIST for Birmingham office. Some insurance. Full or part time. 646-7354

DENTAL RECEPTIONIST - W. Dearborn, experience, mature, full time, non smoker, modern office, benefits. 563-5160

DENTAL RECEPTIONIST. Excellent opportunity, prefer mature & experienced person, good typing skills. Farmington Orthodontist. 855-7630, 569-5119

Home Nursing
Total care for your loved ones. We have AIDES, COMPANIONS, RN'S, LPN'S, OT'S, PT'S & RT'S. Immediate placement on your home & hr. availability.
MED CALL
559-8090

INSURANCE BILLER for large Medical specialty practice, full time, northwest suburb. Reply to Box 292 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LAB TECHNICIAN with experience in internist office. Pay commensurate with experience. 542-8063

LPN
FULL TIME
3-11 PM
APPLY IN PERSON
WHISPERING WILLOW MANOR
-Nursing Home-
45650 W. Warren
Canton 459-7060

LPN NEEDED
Full Time For Allergist Office
Troy Area
689-6744

LPN'S OR RN'S, needed 2 afternoons per week, competitive salary and nice working conditions. Call or apply Oak Hill Nursing Home, 34225 Grand River, Farmington 477-7227

LPN. Care female invalid, excellent wages, 3 days, private home, pefmanent job. Call after 6PM. Farmington Hills. 474-8882

MATURE DENTAL ASSISTANT/Receptionist needed for Farmington area office. Call 478-8880

MATURE DENTAL assistant for part time work. Schoolcraft/Telegraph area. 534-6650

MATURE MEDICAL Assistant, Southfield office, experienced in blood pressure and EKG's. Call between 10AM-5PM or Wed., between 9AM-12 noon. 557-6711

MEDICAL RECEPTIONIST for new physician's office in Southfield near Providence Hospital. Must be willing to work with computer and have direct patient contact, approximately 20-30 hours per week, afternoons. Experience preferred. 424-8030

MATURE MEDICAL assistant for pediatrist's office in Plymouth. Experience not necessary. Part time. Mon., Wed., Fri. Call for interview. 453-8090

MATURE WOMAN
Part time for Bloomfield Hill medical office, front desk. Must type. Experience with peghboard helpful, but not required. Call between 2-5 PM. 338-3160

MEDICAL ASSISTANT for physician's office in Livonia, previous experience preferable. 474-2400

MEDICAL ASSISTANT - ophthalmologist office seeks capable & responsible person, experience desirable but not necessary. Fringe benefits. Bloomfield Hills area. Reply box 348 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

MEDICAL ASSISTANT/NURSE
Full & part timepositions available. OB GYN office, Farmington Hills. Experienced preferred. Good pay and benefits. Send resume to P.O. Box 323, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT- needed for Dr. of Internal Medicine. EKG, Chest X-ray, injections and venu puncture. Canton Professional Park.
453-0060

MEDICAL ASSISTANT or practical nurse, experienced, for busy medical office. Urgently needed. Salary & benefits discussed. Call weekdays 335-9101, Weekends 646-6548

MEDICAL BILLER needed for billing office. Must be experienced in Medicare, Medicaid, Blue Cross Blue Shield and enjoy office work. Call
644-4124

MEDICAL BILLING Clerk, full time job for Southfield Laboratory, must be bright & willing to learn, some typing, required, excellent benefits. 355-6610

MEDICAL Insurance billing and reception, experience required, Greenfield, Joy Rd. 835-5228

MEDICAL RECEPTIONIST
For Farmington Hills Allergy office. Must be experienced, pegboard, type & insurance forms. Call 553-0068

MEDICAL RECEPTIONIST
full time, experience in insurance, telephone, pegboard, and typing. Southfield area. 354-9666

MEDICAL RECEPTIONIST - Must be experienced, pegboard, typing, insurance forms. 5 days a week, no Sat. Benefits. Southfield area
353-8880

MEDICAL TRANSCRIPTIONIST
reception ist for cardiology office, near Beaumont, full time, experienced only. Mrs Brown, 288-1150

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

NUCLEAR MEDICINE Technician - full or part time. Troy clinic. Call between 9 and 4 PM. 649-4449

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

NURSE AIDES
Experience Aides needed. Will train. Good wage and benefit package. Apply in person, Avondale Convalescent Home. 1440 Walton Blvd., Rochester.

NURSE AIDES
FULL TIME
11 PM - 7 AM or 7 AM - 3 PM.
$3 AN HOUR TO START
Apply in person:
WHISPERING WILLOW MANOR
-Nursing Home-
45650 W. Warren
Canton 459-7060

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, 34225 Grand River, Farmington 477-7272

NURSE AIDES & ORDERLIES. Full time, all shifts. On the job training. Some weekends. Bedford Villa Nursing Home. Southfield. 557-3288

502 Help Wanted Dental-Medical

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 AIDES & ORDERLIES
Good Health Is An Opportunity
The Georgian Bloomfield Nursing Home has immediate openings for all shifts. Non-smoking. Some for people interested in challenging health care jobs. Experience is helpful but we will train you (with pay). These are permanent positions. Along with 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 .

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
RN'S - LPN'S
Immediate openings. Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
Suite 102W, Livonia Office Pavilion across from Livonia Mall. 19500 Middlebelt. Mon. 1-4, Wed. & Fri. 10-2.
Southfield Pontiac
569-2781 643-6970

NURSE AIDES
To work in pleasant, well kept, 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.
26101 Franklin Rd., Southfield
353-2810

NURSES AIDES
7-3 PM. Start $3 an hour, benefits. Apply in person. Whaley Well Manor, 570 W. Main St., Northville.

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-3pm Mon. thru Fri.
University Nursing Home
28550 W. Five Mile
Livonia 427-8270

NURSES - All shifts, full or part time, four hour shift available on days & afternoons. Call Hendry Convalescent Center. 455-5510

NURSING ASSISTANTS
ALL SHIFTS
Training classes starting Monday, August 27. Apply in person:
Middlebelt
Nursing Center
14900 Middlebelt Rd., Livonia

OB-GYN OFFICE
Experienced receptionist. Insurance billing and insurances is a must. Near Southfield.
559-2550

OB-GYN OFFICE Help for desk and examining room. Excellent benefits. 35 hours weekly, including Tuesday evenings and some Saturdays. Farmington Hills area.
553-2870

OFFICE RECEPTIONIST, in busy general practitioner's office, full time, experienced, typing. Garden City.
261-0630

PACKAGER
AMERICAN HOSPITAL SUPPLY DIVISION
A leading distributor of hospital supplies has an immediate opening for a Kit Packager.
Job functions include accurately assembling small component items found in hospital admission and maternity kits, packaging, and stage merchandise for shipment.
Starting salary is $3.70 per hour with a comprehensive benefit package. Monday through Friday work week.
Applications will be accepted daily through August 15 at:
AMERICAN HOSPITAL SUPPLY
30400 Cypress
Romulus, MI. 48174
Equal Opportunity Employer
Minorities and females are encouraged to apply.

PART TIME receptionist, 3 mornings, & 1 afternoon for Doctor's office in Troy reply to Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

PHYSICAL THERAPY
Assisting part time.Woodward Square Lake area. 335-1165

PROGRESSIVE CANTON Dental office, seeks an ambitious full time dental assistant. Experience preferred. Call Monday thru Thursday 3am-5pm
459-5334

RECEPTIONIST SECRETARY, full time, Livonia dental specialist, no weekends. Must be career oriented, affable and willing to work with people. Pay commensurate with experience and on the job development. Ask for Debbie. 522-7313

RECEPTIONIST - busy medical specialty practice to handle telephone, appt. board, appointments, insurance. Full time. Northwest suburb. Reply to Box 374, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full time. Oral surgery office. Birmingham area. Some experience preferred. Call between 9-5, 647-7336

RECEPTIONIST
Immediate opening in private X-Ray clinic, typing required. Reply to Southfield Radiology 23211 Foster Winter dr. Southfield Mich. mile 10

RECEPTIONIST-Secretary. Busy Birmingham Psychology clinic, part time. Mon. thru Thurs. from 1PM-6PM. Fri. 9AM-3PM. Typing, pegboard, insurance forms. 644-7077

REGISTERED NURSES
needed for home supervisors, all shifts. If you are responsible, decisive, & able to take charge, apply in person to Director Of Nursing, Bloomfield Hills Nursing Center, 50 W. Square Lake Rd., Bloomfield Hills, Or call 338-1910 between 10am and 3pm.

RN
Explore with us the opportunity of a future 12 hour shift. Work 3 days, enjoy 4 days to pursue of your other activities, immediate 8 hour per day opening:
3 PM to 11 PM Full Time
•No night rotation
•No rotating weekends
•No rotation of unit assignments
•4% Differential for 2nd and 3rd shifts

NEW POTENTIAL RN graduate applicates welcome at a salary midway between RN & LPN level, pending successful passage of the state board examination. Apply: Kern Hospital, 31320 Dequindre, Warren.

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

502 Help Wanted Dental-Medical

RN-LPN
Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. See Mrs. Ferguson.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN-LPN
Full Time Positions Open
Days - 7am-3pm
Afternoons - 3pm-11pm
Midnights - 11pm-7am
also LPN - 6pm-9pm
Revised wage & benefit program.
Dorvin Convalescent Center
476-0550

RN + LPN or Medical Assistant needed in Westland doctors office. 39 or 40 hours, Monday thru Friday. Applicants must have experience with Injections, EKG, Venepuncture. Interesting work with nutrition. For interview call
728-1212

RN'S
For midnights, full or part time, call
HENDRY
CONVALESCENT CENTER
455-0510

RN'S-LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL
PERSONNEL
POOL
Bimfld/Pontiac 334-9220
Detroit/Sthfd. 569-1950

RN'S & LPN'S
FULL OR PART TIME
Days & Afternoon Shifts
Apply in person
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

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

RN's
Needed at Northville Regional Psychiatric Hospital. 15745 Beck Rd.
Michigan Civil Service benefits. Please contact Mrs. Nixon
349-1800 ext.231
An Equal Opportunity Employer

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

X-RAY TECH
Reg. or reg. eligible, contingent only. Apply Kern Hospital, 31320 Dequindre, Warren from 8 AM - 2 PM
793-4520, ext. 128

504 Help Wanted Office-Clerical

PRUDENTIAL
We currently have 2 positions open for general office work (50-55WPM typing. Shorthand a plus). Permanent employment, pleasant working conditions, excellent salary & benefits. Located in Southfield. 5 day week, paid vacation, excellent group medical benefits. Apply Personnel for interview.
557-3000
Equal Opportunity Employer M/F

A BANK HIRING TRAINEES
Bookkeeping experience helpful.
Clerk Typist to $159wk.
Stenos & Secy's to $12,000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

ACCOUNTING ASSISTANT with managerial aptitude needed for fast growing Lincoln Park organization. Applicant must have working experience with computerized accounting system. Duties include: assistant to treasurer in area of taxes and financial analysis. Compensation package includes weekly salary to $200, depending on experience. Blue Cross, medical benefits, paid holidays, 401K plan. Plans reply to Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK. Accounts Receivable - payroll control only - mini computer, Phillips - Southfield area. Call

ACCOUNTING CLERK, Full-time. Entry level position. Adding machine and typing - a Must. Will train computer input. Benefits, salary open. Grand River and Drake Rd. Call Janet 478-8700

ACCOUNTING - Interesting & varied job opening for experienced person. American Center Bldg., Southfield. Call Mrs. Wick 354-0200

ACCOUNTING
Madison Heights firm offers terrific opportunity to combine your accounts payable experience with fair knowledge of computer setup. Will train spot earns $10,000 start.
CALL 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

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

ACCOUNTS PAYABLE - full time, experienced, large well covering chain, Berkley, S. Stevens. 548-3700

Accounts Payable
Experienced. Bookkeeping and typing essential. Must be dependable for busy Real Estate office.
Sia Mile - Greenfield area.
Call: Mrs. Cole,
835-8255

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

ACCOUNTS PAYABLE
Manufacturing company seeks individual to assume responsibility for computerized accounts payable function. Minimum 2 years experience or advanced equivalent. Excellent benefits and pleasant working conditions.
IPE CHESTON
22221 St. Aves Drive
Madison Heights
545-0393

ACCT'S PAYABLE
Troy firm seeks mature, thorough individual having good judgement and numerical aptitude. Duties include payables, payroll, inventory control, CRT entry, and normal office functions. Company paid benefits. Call Mr. Kapar.
280-0101

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
to one of the top producing insurance salesmen in the U.S. Excellent skills required. Competitive salary and benefits. Send resume to Ec Edwards, 13070 American Center, Southfield, 48034

ADMINISTRATIVE SECRETARY
ARA, the leading Service Management Company, is seeking an experienced Administrative Secretary with strong typing and shorthand skills to handle full Sc Secretary responsibilities for Retail Management locate in the Southfield/Birmingham Area.
This position provides a challenging opportunity to participate in a dynamic growth industry with potential for even greater responsibility for the career-minded individual. We offer an attractive starting salary and a comprehensive fringe benefit package.
To schedule an interview, contact Personnel Department
Personnel Department
352-2000
All inquiries will be held in strict confidence.
Affirmative Action/Equal Opportunity M/F
ADVERTISING agency has immediate opening for head bookkeeper, must be experienced thru trial balance, knowledge of computerized billing helpful, benefits. Southfield area, eoe, call Sandy, 353-2000
ADVERTISING AGENCY has immediate opening for typist/secretary for accounting department. Must have good typing skills, well groomed, interesting and challenging field, benefits. Southfield area, eoe, call Sandy, 353-2000

Advertising
Secretary
FEE PAID
Leading agency has your good skills and charm. Lots of phone and client contact. Dayp office. $150 plus. Hurry! Call Kathy.
353-2090
SNELLING & SNELLING
PERSONNEL

ADVERTISING
SECRETARY
We seek an intelligent career person with good typing skills, knowledge of grammar and record keeping and the desire to get to the top. Will start as secretary at $200, per week and grow to position of business manager.
Call Lee Alan
REICHELD CORPORATION
Southfield

ASSISTANT
BOOKKEEPER
Suburban advertising agency seeks person with knowledge daily journal, accounts payable functions, and general office procedures to assist the bookkeeper in all accounting responsibilities through financial statements and to aid the establishment of a data processing system. Accurate typing and strong organizational skills required. Reply in confidence to:
Controller
Dennison & Associates
20700 Greenfield Rd.
Oak Park, MI 48237

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
DAK PARK 967-0324

BIRMIHAM LEGAL SECRETARY needed for two-man office across from Archibald's. Broad responsibilities and independence. Pleasant working atmosphere. Desire and smarts are. Nice environment, good pay. 645-6750

BOOKKEEPER
Full charge through financial statements. CPA office in Bloomfield Hills. Call mornings 858-0410

PART-TIME. Experienced in light bookkeeping, posting, statements. Bloomfield Hills area. Call 335-0100

BOOKKEEPER & DESK clerk area. Small group bookkeeping experience, a plus. Lincoln Oil Co. 837-2530

BOOKKEEPER
Experienced, for CPA office, Bloomfield Hills. Minimum 3 years experience. Permanent position. Call 335-5700

BOOKKEEPER
Experienced, full time, needed for company in Redford Twp. Must be familiar with payroll taxes, bank reconciliations & all phases of bookkeeping. Call 532-5121

BOOKKEEPER- Experienced with Payroll & Sales Taxes, Financial statements. Work in Southfield, CPA office on several sets of books. Full time.
557-5557

BOOKKEEPER, Farmington Hills. Experience through Trial Balance for growing Manufacturing Firm. Salary commensurate with experience. Call Mr. Ledbetter 476-8870

BOOKKEEPER - For Southfield CPA office. Capable of handling client accounting thru financial statement. Some audit work. Green, Beardsley & Co., P.C. 375-1118

BOOKKEEPER
Full charge thru financial statements, payroll & taxes. Must have experience in Redford area. Salary open. Call Ms. Small group company in Southfield. Excellent pay, benefits & working conditions. Opportunity for advancement. Phone for appointment.
353-1606

BOOKKEEPER, must be experienced, immediate opening, Redford area, Farmington Hills office, accounts payable, payroll, etc.

BOOKKEEPER, occasionally help shipping & receiving, mature preferred, 5-25 & East Grand Blvd. 837-8710

BOOKKEEPER/SECRETARY
Must be detail conscious, dependable, able to work well in both accounting & secretarial departments. Typing 60WPM, shorthand necessary, Salary open. Southfield area. Call Mrs. Gray. Send resume to Box 422 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Small office in Northwest Southfield has immediate opening for an individual experienced in general accounting including taxes and general ledger thru financial statements. Please mail resume with salary requirements to Controller, 7901 International, Inc., 29621 Northwestern Hwy., Southfield.

BOOKKEEPER
Southfield CPA firm. Prepare Payroll and Sales Tax reports, enter all journals. 557-3728

BOOKKEEPER
TIRED OF NO AUTHORITY?
Then you owe them with our growing client company. Big enough for growth, but small enough to be your own boss, $13,000 yr. fee paid. Call
PERMANENT STAFF
353-0505

BOOKKEEPER, with previous experience in public accounting firm. Must know Sales Tax, Payroll Taxes and double entry three trial balance.
Contact Don.
561-4876

BORED?
FEE PAID. Are you bored or unhappy with your present position? Looking for more challenge and money? We can help, call our friendly counselors today!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BRIGHT organized individual interested in learning basic secretarial skills in a Birmingham law office. No prior legal experience required. but typing skills preferred. 855-0703

504 Help Wanted Office-Clerical

BUSINESS OFFICE SUPERVISOR
Accounting & bookkeeping training and supervisory experience. Knowledge of data processing preferred, IBM-3780 terminal used for payroll & general ledger. Must be able to relate well with adult School system with 15 Million budget. Excellent salary & fringe benefits. Send resume to: Van Buren Public Schools, 46112 Tyler, Belleville, Michigan 48111. Attn: Business Office
697-0174

• CAPABLE
SECRETARY
$1,000 A MONTH
Are you dependable and hard working? Typing and shorthand a must. This company needs you. Call Polly.
644-4600
SNELLING & SNELLING
AGENCY

CAREER POSITION with Insurance Agency: Novi area: Typing & shorthand helpful.
348-1270

CASHIER-BOOKKEEPER
Entry level position for local retail lumber company. Full benefits. Exp. lumber. Call there
644-5300

CLERICAL, full time, aptitude for figures, good benefits. Colonial House of Furniture, 20232 Middlebelt, between 7 and 9 Mile, Livonia.

CLERICAL. CPA firm seeking above average experienced responsible self starter for Secretarial-General Office Administrator. Good memory for detail, decision to Schmaltz & Co., 470 American Center, Southfield, Mich. 48034

Building department, for the Village of Beverly Hills. Applicants must have office experience, be able to type, keep records, work with public. Apply before August. Please send resume at the village offices 18500 W. 13 Mile, Cindy at
353-1155

CLERK - filing, light typing, good with figures, full time, excellent benefits. West Bloomfield.
661-1000

CLERK/SECRETARY
A small office desires mature individual with General Office experience. Auburn Heights area.
852-0650

CLERK TYPIST
Excellent opportunity with Southfield based marketing services company for person with 1 year of office experience & able to type 45-50 WPM. Position requires person able to maintain good relationship by phone & provide assistance to members of a national sales force. If qualified please call to arrange an appt.
352-5900
An Equal Opportunity Employer

CLERK-TYPIST
For Catering Office
Pleasant atmosphere. Fringe benefits. If you like meeting people and can organize a busy office, give us a call at:
569-4700, ext. 343
Monday-Friday 8 a.m.-5p.m.

CLERK TYPIST for management consulting firm in Southfield. Excellent typing skills required. Also other general office duties.
557-1115

Clerk Typist
Immediate opening for typist to work in 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
Launch your career!
...in the Group Claims Field Office of one of America's most progressive insurance companies! This is an entry-level position with great potential. Build your good typing skills and learn to handle a variety of important and challenging duties. We offer a good starting salary and excellent benefits plus convenient, attractive office. For an interview appointment, please call Barbara at (313)358-1290
MUTUAL
BENEFIT
LIFE
Equal Opportunity Employer M/F

CLERK TYPIST
MORTGAGE COMPANY
Southfield area, needs person typing 50 to 55 WPM accurately. Call Bev at:
355-9513

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

CLERK TYPIST. Variety of office duties including light typing, filing, light telephone support a must. Close to 275 and 5-96 Freeway. 728-3223

CLERK TYPIST 45 wpm or better. Full and part-time available. Lots of phone contacts and varied duties for weekly publication. Livonia area. No public transportation. Ask for Pat. 591-8300

CLERK - wanted for membership department of community agency. Full time, some typing. Call Leslie Sandwiss. 641-1000 ext 168

CRT - operator for beautiful offices in Bloomfield Hills, type 50 WPM. Salary $900, benefits & fee paid.

LOOKING - for lots of public contact, and a small office. Executive secretary type. 65 WPM, for this sports oriented Southfield firm. Salary $900 plus, fee paid.

LEARN LEGAL - with this large law firm in Troy. Type 85 WPM and heavy dictaphone. Salary $800, good benefits and fee paid.

SECRETARY -administrative assistant for large firm in Southfield. Figures aptitude & plus and type 60 WPM. Excellent benefits. Salary $850, fee paid.

LARGE - corporation in Southfield is seeking secretary-typist who types 60 WPM, 90 WPM shorthand. Salary $850 plus quarty bonus. Top benefits & fee paid.

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

DATA ENTRY
OPERATOR
AGENCY
Bloomfield Hills Advertising Agency has an immediate opening for a Data Entry Operator of Southfield. Candidate must have actual Keypunch experience and currently be capable of punching 10,000 strokes per hour. Position will be on second shift.
Call Personnel department.
646-1000
Equal Opportunity Employer M/F/H

DATA Entry position available, Garden City office. High School grad, college and/or office experience helpful. Proficiency with office equipment necessary. Between 10AM-4PM.
522-7903

DETAIL CLERK
Full time, adding machine experience helpful. Redford area.
Call
553-3590

GENERAL OFFICE WORK
Experienced only for steel corporation in Downtown Detroit.
353-2313

GENERAL OFFICE person needed. Light bookkeeping. Birmingham area. Please call.
644-4188

504 Help Wanted Office-Clerical

DICTAPHONE TYPIST. Insurance Claims, full time, Ohio Casualty Group, Westland area. 427-7900
An Equal Opportunity Employer

EARN MORE MONEY
Major financial institution is looking for a sharp individual to handle receivable posting, accounts payable and other duties associated with the administration of our contracts. If you have been performing light bookkeeping or similar duties, you will enjoy this opportunity. Must have intelligence and good work habits. Salary commensurate with ability. Farmington Hills area, please send brief letter or resume stating your qualifications, personal history, salary required to Box 306, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ENTRY LEVEL Bookkeeper. Detroit-based company. Some office experience or business school background required. Call
353-2100

ENTRY POSITION - National Restaurant Chain seeks individual with 10 key office skills for our general office. Mail-Invoice Verification-Billing and misc. projects. Competitive wages and benefits. Call Betty Riesz
557-9300

ESTABLISHED Southfield architectural firm looking for mature career minded executive secretary. Must be free to travel. At least 5 years experience. 85wpm typing. Shorthand a head. Some figure aptitude. Forward resume to Q.M., 25216 Telegraph, Southfield, Mich. 48037 or call between 9-11AM ext. 258.
Equal Opportunity Employer M F

INSURANCE AGENCY, Livonia, able to rate auto-fire-homeowners - policy typing. Must be detail oriented, self-starter, dependable, good health. Benefits paid, wages negotiable. Call
525-6450

INSURANCE AGENCY
Personal lines. experienced. Southfield area
559-9060

INSURANCE AGENCY
Clerk Typist to assist in Claims Department. Must Filing and other clerical duties Benefits. Farmington Hills
553-4800

INSURANCE
COMPANY
Has need for Rater & Coder. Good benefits. Rapid Advancement. will train. near Tel Twelve Mall. hrs 8.30-4 Ask for Jinny.
Universal Underwriters Insurance Co
642-6013

INSURANCE
COMPANY
Has need for Rater & Coder. Good benefits. Rapid Advancement. will train. near Tel Twelve Mall. hrs 8.30-4 Ask for Jinny.
Universal Underwriters Insurance Co
642-6013

Executive Secretary
Young and vibrant Corporation with growth in Michigan and Ohio seeking Secretary with good business skills and Administrative background. If you qualify for this career position, call:
Mr. Black
543-1666

EXPERIENCED legal secretary needed for small Birmingham law office, with corporate & real estate practice, salary commensurate with experience.
644-4433

EXPERIENCED accounts payable clerk wanted to work in the office of a Metro Detroit area drug store chain. Homelike atmosphere. For further information please contact Chuck Keeler 729-7780

EXPERIENCED GIRL for busy general office position. Duties include typing, invoices, credits, etc. Should enjoy working with figures. Livonia area. Excellent benefits. Call for appointment
525-0660

EXPERIENCED statistical typist for CPA office in Southfield.
353-2180

EXPERIENCED SECRETARY
Real Estate Background a plus not a must
$11,600 & BENEFITS
Need Now, Call!!!
A BETTER WAY. . 352-4320

FILE CLERK
For busy Southfield office. Must be able to file with accuracy. Call Pat at
352-9010

FILING CLERK - full time for Southfield Medical Clinic, northwest suburb. Please reply to Box 390, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FOX PHOTO - clerical receptionist, 8:30 am start, good phone manners, light typing, apply 775 Davis St. Plymouth, 8:30am-5pm.
An Equal Opportunity Employer

FULL TIME office help needed for major fast food franchise, record keeping, telephone, dictaphone, casting, etc. Light typing, good wages with benefits, call Gail for interview
353-7604

FULL-TIME SECRETARIAL position Typing required, no experience necessary. Call Dindi
721-3700

GENERAL Insurance agency in Southfield, desires experienced person to work under writer, top salary.
352-8660

GENERAL OFFICE - full time, We will train. Apply 18100 Greenfield, near the Jeffries freeway. Raimi's Curtains
837-7553

GENERAL OFFICE
Person needed. light Bookkeeping. Birmingham Area. Please Call
644-4188

GENERAL OFFICE
Secretarial Clerical Position
A 40 year old package delivery company is looking for a person with the quality & ability to handle various general office positions. Minimum typing 60 WPM, must have 10 key adding machine experience, 3 years minimum general office experience. Excellent hourly rate & fringe benefits with a pleasant work environment. If you qualify apply at: Allied Delivery System, 2201 Beckell, Detroit.

GENERAL OFFICE. Must type. Farmington Hills area.
478-6323

GENERAL OFFICE help, full time, will train, apply Star Glass Service, 15124 Telegraph.
532-3900

GENERAL OFFICE CLERK
some knowledge with figures
557-5738

GENERAL OFFICE
immediate part time openings for general office work. Call
Art Van Furniture
255-5581

GENERAL OFFICE
8:30AM-5PM, 3 days, 13 Mile-Telegraph area. Call after 5PM,
642-8100

GENERAL OFFICE work. Paid hospitalization, profit sharing plan, holiday and vacation. Starting rate $4 per hour. $4.40 after 90 days. Apply at front door. 13900 Farmington Rd. Livonia, before 11:30AM and after 1:30PM.

GENERAL OFFICE
Primarily for Reception and telephone answering. Filing and some typing. Accuracy more important than speed. Full time, good benefits. Apply at
9260 General Dr., Plymouth

504 Help Wanted Office-Clerical

GENERAL OFFICE - clerk typist Mortgage or insurance experience preferred, must be good with figures and capable of getting along with others. Excellent starting salary and benefits. Call for appointment Mr. Gray
M.de Goldman
557-7042

GIRL FRIDAY, for Southfield CPA firm, type 50-60 wpm, bookkeeping helpful, part time to start with good possibility for full time
354-1818

GIRL FRIDAY for excavating & concrete contractor. Nice office. Beginner accepted. Non smoker preferred. Submit resume & state salary requirements to P O Box 2444, Livonia. Mich 48150

GOOD TYPIST - full time, mature individual need not have recent experience. Southfield area
559-0424

GROWING
SOUTHFIELD COMPANY FIRM
Seeking full time File Clerk
Call 353-4100

IMMEDIATE OPENING for Accounting Clerk to start immediately. Entry level field office 1-2 year college accounting bookkeeping required. Could develop into a permanent position. Salary commensurate with experience and ability. Call Eileen Bukowski any week day from 8 AM - 5 PM.
352-0202
An Equal Opportunity Employer

IMMEDIATE Opportunity. Secretary with shorthand and typing skills preferably 1 year experience required. Salary with complete benefit package starting at $800 per month. Call Bob Schmidt, 881-18037 or call between 9-11AM ext. 258.
Equal Opportunity Employer M F

INSURANCE AGENCY, Livonia, able to rate auto-fire-homeowners - policy typing. Must be detail oriented, self-starter, dependable, good health. Benefits paid, wages negotiable. Call
525-6450

INSURANCE AGENCY
Personal lines. experienced. Southfield area
559-9060

INSURANCE AGENCY
Clerk Typist to assist in Claims Department. Must Filing and other clerical duties Benefits. Farmington Hills
553-4800

INSURANCE
COMPANY
Has need for Rater & Coder. Good benefits. Rapid Advancement. will train. near Tel Twelve Mall. hrs 8.30-4 Ask for Jinny.
Universal Underwriters Insurance Co
642-6013

8
INSURANCE
Mortgage Company
In Southfield
needs an experienced Fire Insurance clerk. Must type minimum of 50 WPM
Call Stew, 355-9513

INSURANCE
Southfield Insurance Agency needs experienced commercial lines person. Full time. Salary open
559-5075

JR. SECRETARY - Southfield firm, 35 WPM typing, good phone skills, short hand helpful, benefits. $700, fee paid

BOOKKEEPER - secretary, Southfield accounts receivable, payable, posting writing checks. Typing 45 WPM. $750 fee paid

• LOIS RAY
PERSONNEL
559-0560
Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights.
522-1710

KEYPUNCH OPERATOR wanted Key to disk 3742 Remulus area Contact Dorothy Keeler
729-7780

LARGE APARTMENT
PROJECT
In Oak Park seeks person as Rental Agent & to run project office. Light office duties with some figure work, mature young woman's preferred who has some bookkeeping & is able to deal with public in person & on the phone. Full time permanent position with good salary. Please call 9 AM-5 PM
557-2500

LAW OFFICE RECEPTIONIST
Full time. Apply in person Saturday, August 11 only, 9AM-12 noon, 3000 Town Center, Suite 2599, Southfield

LAW OFFICE RECEPTIONIST
Southfield. Full time. Neat, pleasant. Duties include typing and filing. For interview, call
353-1122

LEGAL
SECRETARIES
Turn your future hours to $$ We have TEMPORARY ASSIGNMENTS for qualified legal secretaries to fit your schedules.
HILLSTROM & ROSS
Call Marie at 626-8188

LEGAL SECRETARY
An opportunity to be of real help to people. Will be manager of 1 girl office in Southfield. Some typing knowledge necessary. Farmington Hills area
476-3100

LEGAL SECRETARY with exper