Help Wanted

502 Help Wanted Dental-Medical

NURSES AIDES.
7-3 PM. Start $3 an hour, benefits.
Apply in person. Wishing Well Manor, 520 W. Main St., Northville.

RECEPTIONIST - full time. Oral Surgery office, Birmingham area. Ability to work well with people. Call between 9 and 5 Pm. 647-7270

RECEPTIONIST
Ophthalmological office is supplement present front desk staff. Experience beneficial but not necessary. Fringe benefits. Send resume to Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Part-time, Medical office, Farmington area. Knowledge of medical insurance. Experienced only. Top salary. Excellent benefits. 476-5618

RECEPTIONIST for Dr's office in Plymouth, experienced in billing & insurance work. 453-7070

RECEPTIONIST/NURSE
Mature, experienced woman for Doctor's office in Southfield. Full time, no Saturdays. Call after 6 PM. 646-5403

Registered Nurse
Opening for full time RN for day and midnight shifts.
Psychiatric experience preferred. Apply

Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

REGISTERED NURSE PART TIME
We have an immediate opening for a Registered Nurse at our small suburban hospital. The requirement for this position is a minimum of one year experience in Medical Surgical Nursing. This position is 24 hours per week, alternoon shift, for our Emergency Room Department. We offer a fringe benefit package, a congenial work environment and a competitive starting salary. For more information, call Personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

RN
Are you looking for a challenge? Are you looking for a pleasant place to work, an environment that will give you that chance to utilize your nursing skills to their fullest? Would you like to gain knowledge and experience in nursing leadership and planning management? Then you are the person we are looking for as an afternoon Supervisor. Exceptional wages, good benefit program. Work 1 weekend per month on call. Call for an appointment. Donna Cormier, RN, Director of Nursing, 728-6100.

RN-LPN
Full or part time, all shifts. Good starting salaries, and good benefits. Modern facilities. See Mrs. Ferguson.

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

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

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

502 Help Wanted Dental-Medical

RN'S- LPN'S
Private duty - Staff Relief.
Immediate Assignments in Western Wayne and Washtenaw Counties.
QUALITY CARE
996-1661

RNs & LPNs
3pm-11pm, 4 to 8pm & 11pm to 7am
Full time & part time positions available. Contact Mrs Hall, Director of Nursing, 476-0550, Dorvin Convalescent Center, 29270 Motlock, Livonia

WHITEHALL HOME on Grand River needs mature Nurse Aide.
6 30 AM to 3 PM. Call for appointment. 474-3412

X-RAY TECHNICIAN
Full time position available for registered Tech. Livonia area. Call between 4-6 PM. 464-7300

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $198wk.
Steno & Sec'y to $212wk
Many other positions available. Most Fees paid by Employer.
Employment Center
Inc
569-1636

ACCOUNTANT TYPIST
Experienced. Leader Dog School. Call for appointment. 8 30am-4 30pm.
651-9611, ext. 27

ACCOUNT ASSISTANT
Join the team in stable suburban firm, help with bookkeeping duties, some experience necessary, fee paid. $10,600. Immediate. Call Joanne Headley today.
353-2090
SNELLING & SNELLING PERSONNEL

ACCOUNT ASSISTANT
Join the team in stable suburban firm, help with bookkeeping duties, some experience necessary, fee paid. $10,600 Immediate Call Joanne Headley today.
353-2090
SNELLING & SNELLING PERSONNEL

Accounting Ass't
Friendly W. Suburban Company needs pleasant person with good typing and math aptitude for diversified position in accounting dept. Excellent starting salary, full benefits, very promotable and company pays our fee. Call now for a personnel interview.
PERMANENT STAFF
LIVONIA 522-4210

ACCOUNTING CLERK/Bookkeeper, office in Southfield needs person with light bookkeeping experience to fill permanent position. Ask for Bob. 355-0600

ACCOUNTING CLERK
Accounts Receivable, Bank Deposit, Payroll Control only, with Philips Mini computer, Southfield-Farmington Area. 353-8400

ACCOUNTING CLERK, $170
For rapidly expanding suburban corporation, prefer minimum 6 months general accounting or accounts receivable experience. Excellent advancement potential with full fringes. No fee.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTING FIRM located in Southfield. Good typing and machine dictation skills. Experience required. Call 569-4118

ACCOUNTING, LEGAL - Mathematics background. Actuarial work, tax computations, computer knowledge of programming Troy office. Call 873-5585

ACCOUNTING TRAINEE
Excellent opportunity for individual with 2 years high school accounting or equivalent to learn audit clerk accounting. Full time position. Excellent starting wage & fringe benefits. Excellent opportunity for older woman desiring to re-enter job market. Call M. L. Hedley, Dexter Chev. Co., 534-1400

AUTOMOTIVE MANUFACTURERS Rep. located in Southfield, needs Office Secretary. Typing, adding machine, & phone work essential. For details Please call 358-5200

504 Help Wanted Office-Clerical

ADMINISTRATIVE SEC'Y, $17,000
Assist senior vice president of major suburban corporation, arrange travel & administration, schedule appointments, memos & press releases, handle confidential correspondence, typing & shorthand skills required, excellent fringe benefits with dental & 3 weeks paid vacation
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ADMISSIONS SECRETARY - for Home Health Agency, N.W. Wayne County. Must have experience as Medical Secretary, with good typing & organizational skills. Competitive salary, excellent benefits, friendly atmosphere.
255-4300

WHITEHALL HOME on Grand River needs mature Nurse Aide.
6 30 AM to 3 PM. Call for appointment. 474-3412

X-RAY TECHNICIAN
Full time position available for registered Tech. Livonia area. Call between 4-6 PM. 464-7300

504 Help Wanted Office-Clerical

ADVERTISING
ADMINISTRATIVE ASS'TS.
1-2 yrs. experience in any of the following areas Printing, art display, ad layout, newspaper contact, retail office supermarket experience. Expanding company with good benefits
$10-$14,000 yr.
ALL FEES PAID CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

ADVERTISING SECRETARY
Interesting position. Will be involved in all areas of Advertising, Marketing area. 373-1690

AMBITIOUS, AGGRESSIVE Women wanted for 2 Openings as Receptionist, Clerical & Sales Counselor - $700 to $15,600 Full benefits Flexible hours - for Interactions Dating Club Ask for Mr. Gray. 549-6222

APARTMENT Furniture Rental, Royal Oak. Fast growing company needs efficient well organized person for general office duties. Includes accounts receivable, statements and light typing.
288-5050

ATTENTION!
This is for you. Opportunity to grow with expanding company, typing, phone, variety. $800 a month. Fee paid. Call Gina.
644-4600
SNELLING & SNELLING AGENCY

ATTRACTIVE, reliable receptionist, Detail oriented, some typing, other skills. Hours: 3 30PM-9 30PM Monday-Thursday. 9AM-5PM Saturday. Excellent working conditions. Southfield area Call Sam. 569-1200

A TYPIST
$145 - FEE PAID
Fine Troy based firm needs your accurate skills and pleasant phone voice, benefits and advancement. Call Dee.
649-5900
Snelling & Snelling
PERSONNEL

AUTO MECHANIC
With heavy experience. All benefits. Contact the Service Manager, Stark Hickey Ford, Royal Oak. 548-4100

AUTOMOBILE DEALER needs girl for body shop office work. Contact Leon at Emmert Chevrolet
20000 Grand River 531-2900

BANKING/MORTGAGE BANKING - Seeking individual with banking or mortgage banking experience & typing skills for various clerical positions. Southfield location. Call Paul Geyer. 355-9200

BEGINNER SEC'Y
Opportunity for person wanting to become a Secretary. Trade Association located in Farmington needs person with good typing skills and some shorthand. Wide variety of work assignments. Must enjoy working with people.
Call:478-6455
MASONRY INSTITUTE
OF MICHIGAN
An Equal Opportunity Employer

Beginner Typist
Major W. Suburban company needs responsible person with good typing for entry level position. Beautiful offices, good starting salary, full benefits. Very promotable and company pays our fee. Excellent opportunity for beginner or back-to-work. Call now.
PERMANENT STAFF
livonia 522-4210

BE PROUD
To be a part of this major suburban company. Your moderate typing and good Math are needed. $700 a month. Fee paid. Call Polley.
644-4600
SNELLING & SNELLING AGENCY

BILLING/INVENTORY CLERK
Medium size company needs a mature person for billing-inventory control. Light typing, good environment, hours. Pay commensurate with experience.
Amber Electronics Inc.
477-8670

BIRMINGHAM INSURANCE agency needs mature young career oriented woman with some office skills for well established firm. Call Mrs. Davis, 8 30am-4 30pm. 646-4000

BOOKKEEPER
Birmingham Property Management firm needs Full Charge person for full time position. Good typing skills required. Career opportunity in pleasant surroundings.
Metro Group Management Corp.
Ask for Mary Anne Mitchell. 645-2111

BOOKKEEPER-capable of preparing financial statements, payroll tax returns, etc. For promising opportunity in CPA office, please send resume to: Guest Office & Wm. Beaumont, 23250 Telegraph Rd. Southfield. 48034 or call 353-5222

BOOKKEEPER, experienced through trial balance, preparation of payroll & payroll return. Full time. Call Mac Dudes, Rt. Electronics, 34614 Schoolcraft, Livonia. 525-1155

BOOKKEEPER - FULL TIME
Experienced with payroll, sales tax & financial statements. Work in Southfield Accounting office on several sets of books. 559-4875

BOOKKEEPER
Immediate opening with Southfield firm. Skills needed: Full charge financial statements, typing, payroll, payroll tax returns, general ledger, and accounts payable. Minimum 2 years experience. References required. Salary commensurate with experience. Send resume to Box 560, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, mature, full time, for established firm in Walled Lake. Accounts Payable-Accounts receivable, payroll, trial balance and use of peg board system. Only experienced need apply. For appointment, 624-6660

BOOKKEEPER needed to handle payroll, accounts payable posting and general office duties. Farmington Hills area. Contact Mrs. Erat at 855-1200

BOOKKEEPER - Oil & Grease Wholesaler desires competent Bookkeeper & Telephone Orders. Northwest Detroit area. Call 879-9595

BOOKKEEPER
Part-time in Travel Agency. Hours flexible. Southfield location.
Call 424-8123

BOOKKEEPERS
General Ledger experience required. Part Time and/or full time.
353-4322

BOOKKEEPER TRAINEE
Experience preferred but will train right person, permanent position, interesting & diversified work. Pleasant working conditions. Office located near Livonia Mall. Starting salary $600. per month plus monthly incentive plan after training. Call 953-8800

504 Help Wanted Office-Clerical

BOOKKEEPER
Troy service company wants a full charge thru trial balance, heavy payroll & accounts receivable & payable. Top notch experienced person need apply. Good salary & benefits. Personal interviews only Mon. thru Fri., 10-4 at 2146 Livernois between 15 & 16, suite 102, Troy, Mich

BOOKKEEPER WITH good general knowledge skills is needed by Bloomfield management firm. Entry level position. Must be take charge individual with pleasant telephone personality. 626-8220

BOOKKEEPER, part time, experienced thru General Ledger for Troy location. Call 649-2670

CASHIER
Experience preferred. North Bros Frod, 33300 Ford Rd. Westland. Call Norm Augustine at 421-1300.

"Chance of a Lifetime"
Ave1 Floral Southfield. Aggressive self-starter, opportunity for advancement. Eventual income unlimited. Know type, some secretarial duties. Qualified applicants call for appointment. Ask for Jim Vaughn.
Turner Ford
643-7500

CHANCE to grow with expanding company, secretary with bookkeeping knowledge, and ability to run front counter for photo lab, call for appt. Photovisions Inc. Livonia 477-5393

CLAIMS EXAMINER
1 to 2 years experience in insurance (disability preferred), typing desired, excellent working conditions, location & benefits For further information contact Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 Mile-Farmington Rd.

CLERICAL
For property management office in Southfield. Experience with posting, typing, filing and other general office procedures. Excellent fringe benefits, references. Call Monday thru Friday, 9 to 5.
352-2013

CLERICAL, full time position, large medical clinic. Good benefits. Northwest area. For appointment call
538-4700, Ext. 202.

CLERICAL
Immediate full time opening in our main office. Entry level position. Work with accounts payable & receivable. Some typing & other clerical duties. Full benefit program.
Hadley's
12985 Wayne Road
Livonia, off Schoolcraft.

CLERICAL/RECEPTIONIST
Full time position available in Farmington Hills area. Variety of duties. Some typing. Call for appointment. 851-0620

Seeking individuals with previous office experience & typing skills for various clerical positions. Southfield location. Call Paul Geyer 355-9200

CLERICAL TEMPORARY job opportunities in all Metropolitan areas. Call Ann Temporary Staff, Inc., 261-4730

CLERK
BANK RECONCILIATION
A large international service company located in Troy is seeking a bank reconciliation clerk. This position requires 1-3 years experience in statement balancing and general ledger posting. 10 key operation is essential

If you possess the necessary qualifications and are interested in a major company that offers outstanding compensation, please call 362-4444, ext 412 for an interview appointment.
Equal Opportunity Employer M/F

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 Rendall.
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
355-9300, ext. 284
An Equal Opportunity Employer

CLERK TYPIST, 45WPM or better, full time, lots of phone contacts & varied duties for weekly publication Livonia area. Call Pat 281-8300

CONTRACTING COMPANY has immediate opening for full time girl. Must have good typing skills and pleasant phone voice. Prefer someone with listing in Schoolcraft, Beach Daly area.
535-0084

COST CLERK
Must be good with figures, enter in price orders, keep inventories and file. 5 days, 40 hours. Benefits. 19 Mile & Haggerty area. 624-8080

CRT OPERATOR - typist, day and evening shifts, 35 hrs per week, 50 WPM required, top pay, Southfield area. Call Monday thru Friday 9 to 5 PM. 424-6770

CUSTOMER SERVICE/Order Department. Mature, responsible person needed to rapidly growing company. Detail work with good math aptitude. Typing 40 WPM. Pleasant voice needed for telephone contact. Excellent benefits. Southfield area. For appointment call 353-2200

CUSTOMER
SERVICE
FEE PAID. Exciting career opportunity is offered by well known Farmington firm. Talk with clients, follow-up on orders, type correspondence and much more! Super starting salary, and benefits!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

DEPENDABLE WOMAN for Pediatric Office in Southfield area.
Full or part-time. 358-0420

DESK RECEPTIONIST
Needed for Tennis Club. Wednesday and Sunday, 4 to 11 PM. Saturday, 8 AM to 4 PM. Call Val at 626-2050

ESTABLISHED TROY Law Firm needs experienced Legal Secretary. Salary commensurate with ability.
Dennis C. Drury 689-8696

EXCITING OPENING
Into Legal Secretarial field. Will train bright girl who is anxious to learn full time. Southfield location.
Call Kim 557-1155

EXECUTIVE SECRETARY
Typing. Shorthand. Must have good judgement & flexibility to handle other duties. Pleasant offices in Oak Park. Federal Tool Supply. 543-8200

EXECUTIVE SECRETARY required for Southfield firm. Typing, filing & some duties. Call Monday thru Friday, 9-5 PM. 424-8770

504 Help Wanted Office-Clerical

DICTAPHONE/TYPIST
Fast growing case load has created opening for sharp experienced secretary/dictaphone typist in our Southfield office. Pleasant atmosphere. Fast, accurate typing 60WPM, good grammar & spelling a must. Previous dictaphone experience helpful. Salary commensurate. Part time flexible hours that may become full time. Call for typing test. 557-3415

ESCROW SECRETARY
Birmingham office seeks responsible person. Real estate experience preferred Call Mary. Transnational Title Insurance Company 645-5200
An Equal Opportunity Employer

EXECUTIVE
SECRETARY
Work at busy Detroit Metropolitan Airport. Experienced secretary needed for our top executive. Must have shorthand and good typing skills for a prestigious office with diversified duties. Must have good appearance and poise to handle a great deal of contact with employees, air line executives and the general public. Salary commensurate with experience. Full range of benefits and free meals. Apply in person to the Airport Hotel between 8 AM and 3 PM, Monday through Friday or call Mrs. Bundarin at 941-3023.
Host International
Metro Airport
An Equal Opportunity Employer

EXPERIENCED INDIVIDUAL for general office work. Typing and Office Management company in Southfield. Benefits. 424-8388

EXPERIENCED legal secretary needed for Farmington Hills law firm. Good typing & dictaphone skills required. Excellent benefits. Call Linda Wedig.
851-5500

EXPERIENCED LEGAL secretary for pleasant medium sized Bloomfield Hills law firm. Excellent typing & shorthand required. Salary commensurate with experience. Call Anita 647-6860

EXPERIENCED LEGAL Secretary for downtown law firm. Personal injury, divorce and general practice experience preferred. Good skills required. Salary commensurate with ability and experience. Call Judy at 961-1000

FARMINGTON MICHIGAN company 10 Mile. 1-96 area has position open for general office and business secretary. 1 to 2 yrs. related experience preferred but not necessary. Typing essential, pleasant working conditions. Excellent opportunity. Call for personal interview. 478-7578

FILE CLERK/TYPIST
wanted for Southfield insurance agency. Contact Cindy at
353-5800

FILE CLERK TYPIST
40 hour week, 40-50 WPM, good pay.
Collection Management Inc.
23777 Greenfield Road
Southfield, Mich. 48037
559-8650

FOLLOW-UP
Farmington area tool supply company is seeking a dependable individual for their office staff. Position includes receptionist work and expediting orders. Qualified applicant must have pleasant telephone personality and typing ability. Experience in industrial tool supplies or related field is a plus. Excellent company benefits. Salary commensurate with experience. For interview call Mr. Grant, 476-3470.

FULL TIME filing & typing - 50 w.p.m. Royal Oak area. 547-1844

GAL FOR HECTIC OFFICE
If you are bright & energetic, we will train you to perform all types of office, secretarial & customer follow-up duties. Fast, accurate typing skills are a must. We are young & growing fast & need a gal who is a super career on a fast track. Interviews should not call!
ULTRA SUPPLY CORPORATION
Farmington Hills
476-2346

GAL FRIDAY- experienced in telephone and typing. Dependable, also good benefits. Southland business area. Ask for Bob or Irene. 854-8303

GENERAL OFFICE help wanted. Bookkeeping experience required. Payroll clerk, take-charge individuals should apply. Farmington area. Call 398-2550

GENERAL OFFICE
8 30 AM-5 PM. 4 days. 15 Mile-Telegraph area. Call after 3 PM.
642-2100

GENERAL OFFICE - Blueprinting. Mature, bookkeeping helpful, full time. Plymouth & Merriman area. Call between 9-12. 425-2920

GENERAL OFFICE
Steady reliable employee needed for full time position in Circulation Dept. of national publication. Accurate typing required, min. 50 WPM. Opportunity to learn all phases of circulation work. Some experience helpful, but we will train for diversified duties. Apply between 9 AM and 3 PM at Hadley's Southfield, near Twelve Mile in Southfield Office Park. Ask for Bob.
INDUSTRIAL MACHINERY NEWS

GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 Mile-Farmington Rd.

GENERAL OFFICE help with bookkeeping experience and some typing for property management company.
358-2162

GENERAL OFFICE- Typing, telephone, filing, experience not necessary. Call 537-0590 - The Tom Company, 21357 W. 8 Mile Rd., Detroit, Michigan

GENERAL OFFICE-Immediate opening for full time position. Experience helpful but not necessary. Will train. Pleasant working conditions. 559-0290

GENERAL OFFICE Work, 30-40 hours weekly. Apply: North American Mfg., 29975 Telegraph, Southfield. 1 block North of 8 Mile

GENERAL OFFICE
National Computer Distributor
Needs Girl Friday
255-3000

GENERAL OFFICE, 13 mile Northwestern. Farm Hills area. Real estate or mortgage experience desired but not necessary. $175 per week to start. Miss Martin 855-2111

GENERAL OFFICE
Want person good with figures for various clerical & accounting functions. Excellent working conditions. Apply after 10 AM. Ataar, 31121 Telegraph, Southfield.

GENERAL OFFICE
Person needed to do miscellaneous duties in rapidly growing Southfield firm. Typing required. Excellent benefits and opportunity for advancement. Pleasant working conditions. For appointment call
353-3209

GENERAL OFFICE ACCOUNTS PAYABLE - for large Detroit area complex in the Plymouth area. Must be good with figures and able to type 50WPM. Full life and health insurance benefits paid. 30% discount on apartment rent available. Call Mon thru Fri., 10am-6pm for appt. 455-2424

HELP!!
TEMPORARY NO FEE
963-3339
478-8350

HIGH SCHOOL GRAD
With accounting background & typing to operate mini computer for CPA. Farmington Hills area 476-2115

504 Help Wanted Office-Clerical

General Office
Light typing, phone, accounts payable. Must be willing to learn, accurate with numbers. Southfield area.
557-0194

GENERAL
OFFICE
Keep records and assist District Manager with general duties. Must be mature, dependable, and discreet. Office background required. Dearborn area. If qualified, call for appointment. 358-3933.

GIRL FRIDAY
light typing, filing, light bookkeeping. Novi area. 349-5720

GREAT
JOB!
FEE PAID. Hurry, this one won't last! Great benefits, salary, hours, and much more! Good typing is all that's needed.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

HELP!!
TYPISTS
DICT. TYPISTS
SECRETARIES
(WITH SHORTHAND)
KEY PUNCH
CMC OPERATORS
ACC'T. CLERKS
We need your skills NOW!! Many other office skills needed for temporary work in your area. We offer bonus referrals, paid vacations, paid holidays, high pay rates & top assignments. Apply immediately, Mon. thru Fri., between 9am-3pm at nearest location.
29449 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 190, Troy
362-1180
23777 Greenfield
Suite 122, Southfield
424-9100
Not An Agency-Never A Fee
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

HELP!
We need secretaries for large company in Farmington area. Good typing required, shorthand nice but not necessary. If you qualify, pay rate $5.00 per hour.
Apply now.
Somebody
Sometime
Southfield 272-8500

HOUSEWIVES
IMMEDIATE OPENING
FOR OFFICE CLERKS
NO TYPING NECESSARY
DAYS &
AFTERNOON SHIFT
Must be 18 & have transportation
NO FEE
19500 Middlebelt, Suite 310E, Livonia
478-1130

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

IMMEDIATE OPENING, full time, good benefits. Typist and billing clerk. Good figure aptitude, adding machine, and CRT experience helpful, Livonia - Plymouth area. Call Mrs. Taylor, 464-1200

INSURANCE agency has opening for clerk typist. Insurance Center, Inc. Southfield, call Mrs Wick 354-0400

INSURANCE AGENCY in Southfield looking for person interested in starting an insurance career. For appt call
559-4800

INSURANCE AGENCY
Clerk Typist needed in Claims Department. Filing and other clerical duties. Benefits. Farmington Hills.
553-6800

INSURANCE AGENCY
Sales secretary, 60 WPM typing and good communication skills. Dictaphone experience and good spelling ability required. Benefits. Farmington Hills
553-4800

INSURANCE AGENCY
In Birmingham has opening for a personal lines secretary. Call Casualty and Property insurance. Knowledge of rating helpful, but not essential. Accurate typist. Call 646-6637 days. Evenings. 681-0251

INSURANCE
COMPANY
Has need for Rater & Coder. Good benefits. Rapid Advancement, will train, near 10 Twelve Mile, hrs. 8-3:30. Ask for Ginny
Universal Underwriters Insurance Co.
642-6013

INSURANCE CO.
Receptionist/Clerical
Growing Southfield firm needs receptionist with good phone manner and ability to pick up assignments. Clerical duties and typing required. Entry level position with growth potential. For appointment call
Sheri Poe
559-4656

INSURANCE
Experienced commercial lines person to assist account executives. Large Birmingham agency. Sandi Sauer 644-5880

INSURANCE/PERSONNEL CLERK
To process group insurance claims, workman's comp, maintain other personnel records. Prior experience in this area is required. Located in Plymouth. Call between 1-4. 455-2200 ext. 226
An Equal Opportunity Employer

JR. ACCOUNTANT - Farmington Hills subsidiary of NYSE Company has an opening for a Jr. Accountant to train as a Credit Administrator. Degree in Accounting required. Send Resume to: Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE WOMAN needed in busy real estate office for 2 evenings a week & 1 day on the weekends. Must be an excellent typist but will train on switchboard. For interview call Carol Higley 553-8700

504 Help Wanted Office-Clerical

JR.
BOOKKEEPER
FEE PAID Your knowledge of Bookkeeping thru trial balance is needed by suburban company. Excellent benefits, and advancement opportunities
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

Keydisc/Keypunch
Experienced operators and sharp trainees. Immediate openings, all shifts. Top pay plus incentive, excellent benefits.
Livonia 427-2000
Utica 254-1910

KEYPUNCH
DATA ENTRY
Challenging opportunity for bright, responsible self-starter with excellent keypunch skills, who can run dual diskettes & learn complex data entry procedures. This fast-growing Southfield computer service bureau dealing in international patent and trademark filing offers excellent benefits and salary. If you are a fast learner, like responsibility & can deal effectively with Blue Chip clients,
call Pamela Smith
557-7404

LAID OFF?
Full your money gap and keep your skills sharp. Sign up now with our clerical service for a variety of assignments!

SECRETARIES
TRANSCRIBERS
TYPISTS
DATA ENTRY OPER.
SWITCHBOARD
Call Linda for more information.
522-4210
TEMPORARY
STAFF

LEARN LEGALS- Bloomfield law firm will train if you have 1 to 2 years secretarial & customer service. Shorthand required. Salary $750 plus benefits & fee paid.

PERSONNEL SECRETARY - receptionist for lobby spot in bank, duties include applicant interviewing, great job for people oriented person with light typing. Salary $668 to $833. Benefits include dental & tuition. Fee paid.

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

LEGAL SECRETARY
For Southfield Law firm
Experienced & some shorthand
352-9083

LEGAL SECRETARY
Typing, shorthand, good skills. Experience required, good benefits, established firm.

LEGAL SECRETARY, experienced Shorthand desirable. Experience in estate work helpful. Some knowledge of general accounting procedures required. Knowledge of Insurance procedures helpful. Give salary & fringe benefits.
Call or Apply In Person
4410 FULCHER ST. - WAYNE
729-5400 Ext. 21
An Equal Opportunity Employer

LEGAL SECRETARY
With 1 to 3 years experience for Southfield law firm. 353-8811

LEGAL SECTETARY - Southfield office, excellent skills required, benefits, salary open. 355-4141

LEGAL SECRETARY
For downtown office. Experienced or will train individual with neat appearance and good typing
963-7755

Legal
Secretary
TEMPORARY ASSIGNMENTS
Turn your knowledge into $$. We have TEMPORARY ASSIGNMENTS for qualified legal secretaries to fit your schedules. Call Marie at 626-8188
HILLSTROM & ROSS AGENCY

LEGAL SECRETARY - Troy firm, typing of 70 WPM plus shorthand & good experience, $10,800, fee paid.

ADJUSTMENT CLERK - typing 50 WPM, working with accounts payable, Southfield firm, $625, fee paid.

EXECUTIVE SECRETARY - excellent typing, shorthand, for meetings, willing to drive for chairman of the board, Good benefits, adding machine, fee paid.

PAYROLL CLERK - suburban firm, benefit package of 156, knowledge of deductions, shift premiums, and union dues, $750, fee paid.

LOIS RAY
PERSONNEL
559-0560

LIFE INSURANCE SERVICE CO.
Specializing in premium payment administration located in Southfield (Northland area) seeks persons for the following positions

Receptionist-Typist, courteous & efficient handling of incoming telephone calls for 15 employees, minimum typing speed 50WPM.

Statistical typist for computer input/minimum typing speed-60WPM, responsibilities also include some general clerical work.

Account Administrator-responsible for clerical tasks, associated with setting up new accounts and follow up work with life insurance companies. Should have good communication skills & be assertive on telephone.

Pleasant working environment, modern computer equipment. For appointment call Mrs. Kalakat 559-5955

LOOKING FOR A CHALLENGE?
Exciting career position available in the Licensing Department of a young and growing firm. Must type accurately, be organized and good with details. Excellent benefits and working conditions. If interested call 352-2329

OFFICE-CLERICAL
WEST BLOOMFIELD...General Office - Part time - Typing Necessary. Hours 3 P.M. to 9 P.M., Monday thru Thursday, Saturday 9 A.M. to 5 P.M., Sunday 11 A.M. to 5 P.M. Call 851-7711.

OFFICE CLERK
Part Time or Full Time
For Retail Clothing Store.
Call between 10am-5:30pm. 569-9080

ONE GIRL office, experienced only, type 50 wpm, bookkeeping, inventory control. 588-7375

504 Help Wanted Office-Clerical

MORTGAGE CLOSING DEPT.
Southfield Mortgage Company seeks an intelligent and aggressive individual with accurate typing skills. Mortgage closing, Title Company or real estate experience helpful. Call Max Lyon at 353-6700

MOTIVATION
Make things happen in this spot where administration plans are designed. Creative Sell Starter enjoys advertising perks, plus $10,500 start.
313-562-8900
Your New Boss pays Our Fee.
HARRIET SORGE PERSONNEL

NATIONAL
FINANCE COMPANY
Marine Division
Secretary for general office, full time. Good typing. Benefits & salary. 12 mile & Southfield area
557-2627

NOTICE OF JOB VACANCY
ADMINISTRATIVE SECRETARY
CITY MANAGER'S OFFICE
Administrative Secretary is needed in the Administrative Offices. Successful candidate must be a mature person and must be able to handle confidential matters & correspondence. Type 50 wpm and be capable of performing a variety of office and clerical duties. 3 years of office experience required. Starting salary range $10,600 to $11,000 per year. Plus full fringe benefit package.
Please contact the City of Oak Park Personnel Office, 14600 Oak Park Blvd., Oak Park, Mich 48237.

NURSING Home, well experienced bookkeeper, mature person. Accounts payable & payroll pegboard system. Full charge bookkeeper. Westland area. 9AM-4 30PM 522-2035

ONE GIRL office, full or part time. Flexible hours
Al's Marine Inc.
861-2115

OPERATOR PROGRAMMER
Central office of expanding Retail Drug Chain, headquarters in Dearborn, needs a responsible individual to take charge of the Data Processing Department, and will assume direct supervision of a staff of 3. Experience in operating an IBM 5-34 a Must. Will maintain existing RPG II program and development of new applications & program. Excellent working conditions & advancement opportunities. Compensation commensurate with qualifications. Fee benefits. Send Resume along with salary requirements to: P.O. Box 641, Dearborn, Mich 48126

ORDER DESK
Forging Company has opening for aggressive young man, machining experience & background in steel industry desirable. Call Judy 535-1786

PART-TIME CLERICAL
General clerical positions open in Circulation Dept. of national publication. Work min 4 hrs. a day, 5 days a week. Hours flexible. Apply now, after school begins if necessary. No experience required, but accurate typing is helpful. Min speed 30 WPM. Apply between 9 AM and 3 PM at Hadley's Southfield Rd., near Twelve Mile in Southfield Office Park. Ask for Bob.
INDUSTRIAL MACHINERY NEWS

PART TIME OFFICE WORK
Invoicing, filing, light typing
Southfield office.
357-3333

PART TIME SECRETARY, 3 days, future full time excellent telephone experience, sales office, experience required. Southfield
PAYROLL CLERK & General Office-Experience - 40 hour week. Benefits, pleasant working conditions. Call for appt. Redford area. 531-8809

PAYROLL CLERK
We need responsible person to train in Accounting Department of progressive Southfield firm. Associate degree or prior bookkeeping experience necessary. Payroll experience preferred. For appointment call 352-3229

PAYROLL CLERK
Minimum 3 years experience in Computer imputing of Payrolls desired. Light typing & some knowledge of general accounting procedures required. Knowledge of Insurance procedures helpful. Give salary & fringe benefits.
Call or Apply In Person
4410 FULCHER ST. - WAYNE
729-5400 Ext. 21
An Equal Opportunity Employer

PBX OPERATOR
- Receptionist -
Immediate Opening at our Novi Office for a pleasant voice & light typing. Experience preferred For appointment, call
349-8600
An Equal Opportunity Employer

PERMANENT PART TIME
Mon - Fri., 20 hours per week, good organizer. Duties include phone, light typing and filing. IDS Investors, 21590 Greenfield, Oak Park
An Equal Opportunity Employer

PERSON FRIDAY
Twelve Oaks Mall is interesting background helpful, experience required in light bookkeeping, telephone & good stat typing helpful, excellent fringe benefits. Salary commensurate with experience. Mrs. Hines 649-1060
An Equal Opportunity Employer

PERSONNEL ASSISTANT
MANUFACTURING
Employment Agency background a must. Must be attractive, prefer records experience 75% of time will be working in employment, 25% employee relations. Salary $850-$900 Min. range. Full benefits including tuition refund and dental. No Agency Fee.

ADMINISTRATIVE ASS'T.
EXPORT DIV.
Troy Manufacturer
Export experience a must. Spanish desirable, able to compose letters and work with transcriber. Excellent typing. Salary $800-$950 Min. Fully paid benefits, tuition refund and dental. No Agency Fee.

PART TIME
Northwest Detroit
General office. Light bookkeeping, accurate typing. 3 DAYS PER WEEK. 84 per hour. No Agency Fee.

ACCOUNTS PAYABLE ASST
Excellent typing, 10 key adding machine, figure aptitude. Some experience. $700 Min. Fully paid benefits. No Agency Fee.

CREDIT CLERK/MANUFACTURING
Must be Bachelors Resident. Must have good clerical-bookkeeping background. Accounting, typing 140-50wpm and shorthand. Excellent benefits. No Agency Fee.
BETTY HAMIL PERSONNEL
424-8470

PERSON willing to learn all phases of office procedure, must be accurate typist, good with figures, pleasant telephone voice, office experience or training helpful. Excellent fringe benefits. Call for appointment. 644-2220
An Equal Opportunity Employer

PETTY CASH CLERK
Cashier/Bookkeeping/General Office experience necessary. No typing required. Must be accurate with figures and able to work well with people. For appointment call Wilding Division Bell & Howell Company, 18000 W. 8 Mile rd. Southfield Mich. 48075.
559-2900 ext 345
Equal Opportunity Employer M/F

PHOTOGRAPHIC SALES receptionist needed. Very pleasant work within the Bill William Studio. Will train, benefits. Call 548-7663

PLEASANT office in Southfield needs Girl Friday. Must be a self starter & has previous office experience. Fringe benefits, salary based on qualifications. Mr. Karlin. 353-9930

RECEPTIONIST Birmingham Law firm is looking for an attractive, warm, outgoing person who enjoys people and answer the telephone in a friendly professional manner. General office duties with light typing 645-1100

504 Help Wanted Office-Clerical

POSTING CLERK
High school graduate, typing speed 50 wpm, Start $154 a week. 273-0034

Protestant Church, Southfield, seeks mature woman for office secretary. Requirements, 5 year experience typing office machines, enjoying personality. Send complete resume to Box 522 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PSYCHOLOGICAL CLINIC needs receptionist-typist with good phone skills. full time. Long Lake-Telegraph area. 646-3500

PUBLISHING
Opportunity in the Salvage Lining Holder within this administrative spot. Promotional assignments need your creative approach.
Call 649-4144
Your new boss pays our fee.
HARRIET SORGE PERSONNEL

REAL ESTATE, COMMERCIAL
NATIONAL FRANCHISER
Needs persons with real estate & franchising experience to sell & help train in the commercial real estate franchise field. Presently one of its kind. Since 1962 in Michigan. Just now going national & in 25 states. 25 to go and moving fast. Send resume or call Partridge & Assoc.
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1573 S. Telegraph Rd.
Bloomfield Hills, Mi. 48013

RECEIVABLE BOOKKEEPER, part time 5-6 hours per day, 5 days per week. We can adjust time if you are fully experienced. Call International Calculators. Mr Bill Miller. 358-0140

RECEPTIONIST NEEDED
For Southfield Law firm
Typ