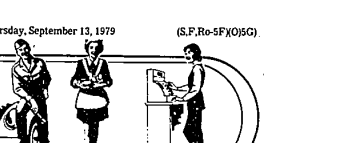
Help Wanted



502 Help Wanted Dental-Medical

BUSY Doctor's office requires experienced person for Reception, Bookkeeping, all insurances. Typing 50 wpm, top salary to qualified applicant. Evergreen-11 Mile area. 549-0237

CASHIER RECEPTIONIST needed for Garden City Medical clinic, pegboard experience a must. Hours-5P-9P, thru 8P.M. Mon thru Fri. Call Janet for interview. 421-7478

CHAIRSIDE DENTAL assistant, experience preferred, for pleasant new modern Sterling Hts. office. Call Monday thru Friday 9-5P.M. 979-7140

CHAIRSIDE dental assistant wanted, pay commensurate with experience, other benefits negotiable. Birmingham area 642-1000

CHEERFUL Dental Ass't needed for pleasant Troy office, experience preferred, but willing to train. Call 689-9912

CHEERFUL MEDICAL Assistant/Receptionist for doctors office. Some experience preferred. Full time position. Send resume to Box 540 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COORDINATOR needed full & part time. If you enjoy talking with people on the telephone & feel you can speak with professionals in an organized & compassionate manner & coordinate three activities, call Mrs. Brandon, toll free 1-800-462-7593. Good salary, benefits. Northland area.

DENTAL ASSISTANT/Receptionist wanted for new progressive orthodontic office. Full time, experience preferred. Canton - Plymouth area. 453-4350

DENTAL ASSISTANT. Experienced in chair-side assisting. Insurance forms typing. Some lab work; 4½ days Call for interview. 642-8080

DENTAL ASSISTANT
Full-time, experienced only. 358-2401

DENTAL ASSISTANT - receptionist, full or part time, experience preferred. Rochester. 651-0559

DENTAL ASSISTANT - experience preferred, 4½ days, Livonia office. 525-2552

DENTAL ASSISTANT, CDA or Experienced assistant in Modern Progressive Office in Garden City for 4 days. 425-9130

DENTAL ASSISTANT for Northville area. Experienced in four handed chairside. Must be able to get along well with people. 349-3644

DENTAL ASSISTANT
Experience preferred. Full time. Plymouth area. 453-9413

DENTAL ASSISTANT - full time, oral surgery office, Birmingham area, experienced preferred but will train. Call between 9-5 647-7336

DENTAL ASSISTANT - Chairside, experienced preferred. Benefits, salary open. 10 Mile Evergreen. Call 476-4344. After 7 PM. 626-2681

DENTAL ASSISTANT, experienced preferred, will train motivated individual. Part or full time. Flexible hours a must. Salary negotiable with experience. 728-1730

DENTAL ASSISTANT mornings only, chairside and insurance. Experience preferred Redford 537-8063

DENTAL ASSISTANT
Experienced, specialty practice in Birmingham area. Excellent benefits, salary open 647-7739

DENTAL ASSISTANT, chair-side, experience preferred, 4½ days. Pleasant Oak Park office. Days398-5490, eves. 541-2777

DENTAL ASSISTANT, experienced chairside for Farmington office, some desk experience helpful, pay negotiable, benefits. 533-6530

DENTAL ASSISTANT/Receptionist with experience in general dentistry needed for 12 Mile - Southfield office Good salary & benefits 373-6269 559-2720 or

DENTAL ASSISTANT - Full time Mature person for busy an office manager. Some chairside assistance. Experience preferred, will train if qualified. 13 Mile-Farmington Rd area 851-6020

DENTAL HYGIENIST
Challenging opportunity for the self motivated individual with strong human relation skills. Our preventive oriented office is located in the Plymouth-Canton area. Please send resume to Box 586, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST, mature, experienced, receptionist needed for Modern Dental office, in Garden City. Salary commensurate with experience. 425-9130

DENTAL RECEPTIONIST, experience preferred, but will train. No Saturdays. Mature & pleasant Redford area. Write to Box 589, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST assistant, enthusiastic, pleasant personality, excellent opportunity to work in congenial multi staff office in Plymouth, experience preferred, diversified duties & pleasant work environment, salary commensurate with ability. 453-8650

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

DOCTOR'S BILLING OFFICE
Experience needed. Full time position. Southfield area.
Call 559-5808

EXPERIENCED CHAIRSIDE dental assistant needed for modern progressive office. Plymouth, Livonia area 420-2060

EXPERIENCE DENTAL Assistant for large group practice excellent pay and benefits, located in Dearborn Hts area. Please call, ask for Ann 271-6160

EXPERIENCED Lab technician for medical clinic, part time. 3 full days, possibility of more hours. Salary negotiable. 477-0852

EXPERIENCED Medical Receptionist familiar with peg board, payroll & bookkeeping, full or part time, 14 Mile & Middlebelt. 855-2291

EXPERIENCED, PART-TIME Person (approx. 24-26 hours) needed for Medical Business Office. Insurance billing & bookkeeping required. 425-8600

FRONT DESK
for busy Bloomfield Hills surgeon's office. Phone after 6pm. 260-1431

HOME HEALTH AIDE - Western suburbs or downtown, full time, 1 year minimum experience as nurse aide, prefer certificate, must have car available, excellent salary & benefits. 278-7000

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

INSURANCE SECRETARY - progressive holistic dental office in Birmingham, poised, intelligent person with dental experience & a desire to join a hard working, happy team. 647-7350

MATURE PERSON with medical background. Typing, pegboard, knowledge of insurance. Salary negotiable. 569-2416

MEDICAL ASSISTANT
Part Time. Experience in Venupuncture, Xray & EKG. Northville area. 349-1190

MEDICAL ASSISTANT. Part time, 3 days, No Saturday. Reception, typing, filing, some experience preferred. Northwest Detroit area. Call Days 341-5434 After 6PM 647-0885

O & E

502 Help Wanted Dental-Medical

KELLY
HEALTH CARE
A personal professional service where you can experience the rewards of a health care career without sacrificing your families needs. Immediate openings for:
R.N.'s
L.P.N.'s
HOME HEALTH AIDES
LIVE IN COMPANION
Pick your own schedule that fits your life. Transportation essential. A years work experience preferred.
Interested??? Call
KELLY
HEALTH CARE
968-3630
21700 Greenfield Rd.
Oak Park, Mich.
A subsidiary of Kelly Services
Equal Opportunity Employer M/F

LAB TECH. 48 hours a week. Routine chemistry, CBC, U.A., etc., experience. Clay-Adams hybrid. Farmington area. 474-5215

Liscensed Nurses
Openings now available for
Rns & LPNs. Full time & part time in a modern suburban Nursing Home.
Flexible hours, all shifts.
Apply in person between
10am-3pm Mon. thru Fri.
University Nursing Home
28550 W. 5 Mile, Livonia
427-8270

LPN
FULL TIME
3-11 PM
APPLY IN PERSON
WHISPERING WILLOW MANOR
-Nursing Home-
49650 W. Warren
Canton 459-7060

LRN'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
Bmfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

MEDICAL ASST
Experienced in all lab procedures. Southfield area. Excellent wages & full benefits 647-7274

MEDICAL
LAB TECHNICIAN
Internist's office, permanent, part time, Saturdays. Call between 9 AM - 12 noon.
358-5710

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

MEDICAL RECEPTIONIST
Experienced medical receptionist for busy doctors office, Birmingham location. Call 647-4420

MEDICAL RECEPTIONIST
Experienced only for doctors office in Northland area. Must know posting, pegboard, MA, MMS, MC and general front desk duties 559-5858

MEDICAL RECEPTIONIST, Part-time with evenings. OB/GYN office, Farmington Hills. Good pay. Experience preferred. Send resume to: Box 582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST & ASSISTANT. For part time employment in Doctors office, Birmingham area. Experience preferred. Call 647-3850

MEDICAL RECEPTIONIST - part time for MD. Westland area, experience not necessary. Reply to box 6606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
FEE PAID. Your front desk expertise is needed by suburban MD. 4 days. No Weekendays or Saturdays. Great salary too!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717
Medical Division
474-1717

MEDICAL
TECHNOLOGIST
Our small suburban hospital has an immediate opening for a Medical Technologist. Selected applicant must have an MIP ASCP and be able to rotate in all areas including blood bank. We offer an excellent salary and a fully paid benefit package. For more information, call Personnel
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6600, ext. 286
An Equal Opportunity Employer

MLT, FULL time, 9 - 6 for busy Southfield Doctors office. Hema, U/A. RIA, experienced preferred. Call Meg 358-2742

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

NURSING ATTENDANTS position available. Male & female. Days or midnights. Full or part time. In-service education provided. Apply in person 9-4.
Westland Convalescent Center
36127 W. Warren, Westland.

OB-GYN Practice needs person experienced in billing and collection dept. Full time position. Some experience preferred. Grand River - 8 Mile area. Call Janet, 476-4900

ORDERLIES, full time, all shifts. On the job training. Pleasant working conditions, Bedford Villa Nursing Centre, Southfield. 537-3833

PART TIME office worker / receptionist, 4:30 PM to 9 PM, Mon, thru Thurs., 9 AM to 12 PM, Sat. Typing & filing. Southfield office. Call Sue, 353-0077

502 Help Wanted Dental-Medical

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
FULL TIME
11 PM - 7 AM or 7 AM - 3 PM.
$3 AN HOUR TO START
Apply in person:
WHISPERING WILLOW MANOR
-Nursing Home-
49650 W. Warren
Canton 459-7060

NURSE AIDES
Full time, midnight shift.
Apply in person
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile

NURSE AIDES
& ORDERLIES
Good Health Care Opportunity
The Georgian Bloomfield Nursing Home has immediate openings on all shifts, both full and part time, for people interested in challenging health care jobs. Experience 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
26500 Franklin Rd., Southfield
352-7390

NURSE AIDES
RN'S - LPN'S
Immediate assignments Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
Suite 102W. Livonia Office Pavilion across from Laurelton Mall, 19351 Middlebelt. Mon. 1-4. Wed. & Fri. 10-2.
478-2590
Southfield Pontiac
569-2781 643-6970

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

Nursing Assistants
A few openings are available on our afternoon & midnight schedules for Nursing Assistants. Flexible scheduling. Apply in person
between 9am-3pm, Monday thru Friday
University Nursing Home
28550 W. Five Mile
Livonia
427-8270

PEDIATRICIANS office - hassle patients, appointments, must type & do Blue Cross insurance. 4½ days no weekends or evenings. Start mid Friday Sept. 14 only. Immediate opening. 358-8323

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

RECEPTIONIST/NURSE
Mature, experienced woman for Doctor's office in Southfield. Full-time, no Saturdays. Call after 6 PM. 646-5103

RECEPTIONIST and doctors assistant for Livonia chiropractor. Must be mature and have good typing skills, experience in dealing with public and patient care. Hours 2-8PM, Monday thru Friday. 261-2121

RECEPTIONIST - Front desk. Bloomfield Hills plastic surgeon's office. Excellent fringes. Reply to Box 622, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/ASSISTANT
For Physicians office in Novi, 20-30 hours per week, will train right person 426-5320

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, afternoon 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
522-6600, ext. 286
An Equal Opportunity Employer

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

RN or LPN
MIDNIGHT SHIFT
Middlebelt-Hope
Nursing Center
38410 Cherry Hill, Westland
326-1200

RN- Part Time Relief
Pediatric office. Southfield area. 358-0420

RN - part time weekends, challenging position, looking for individual with strong med surg background, congenial atmosphere with home health agency in Detroit & S.W. Wayne County. Prefer BSN, excellent salary package.278-7000

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

502 Help Wanted Dental-Medical

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

RN'S & LPN'S
All shifts. Competitive wages & benefits. Inquire at
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia
Between 10AM-3PM

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

RNS & LPNS. Full and part time. All shifts. Apply 9 AM to 4 PM, Mon. thru Fri. Arnold Home, 18520 W. 7 Mile. 531-4001, Ext. 38.

RN'S
Needed at Northville Regional Psychiatric Hospital. $15,743 to $16,883.
LPN'S ALSO NEEDED
$10,449 to $13,112.
Michigan Civil Service benefits. Please contact Mrs. Nixon.
349-0300 ext.231
An Equal Opportunity Employer

RN's or LPN's, Full or part time, afternoon or midnights. Meals, paid Blue Cross, plus other benefits. Bedford Villa Nursing Centre Southfield. 557-3333

SECRETARY/RECEPTIONIST
Full time. Light typing, filing, telephone. Office experience helpful. Sterling Heights location.
Call Sue Schneider, 353-0077

SECRETARY/RECEPTIONIST
Part-time. Weekends and evenings for Alcoholism treatment program. Light typing, filing and telephone. Office experience helpful. St. Mary Hospital. 464-4890, Ext. 378

TRANSCRIPTIONIST
Full time, experienced
Troy area
689-9000

WANTED: Dental Technician, full time. Acrylic finisher to work in a growing dental lab. Pay commensurate with experience. Call Mon. thru Sat. 937-3380

X-RAY TECHNICIAN
For Southfield location. Must be registered. Good salary and benefits. Mon. - Fri., 9-5 PM. Call Ext. 331. 569-5142

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $162wk.
Clerk Typist to $189wk.
Stenos & Secy's to $12,000
Many other positions available. Most Fees paid by Employer.
Employment Center
Inc
569-1636

A BETTER SERVICE
A BETTER CAREER
A BETTER WAY...
FOR EXECUTIVE SECRETARIES
We have immediate openings for high caliber secretaries. Positions offer excellent hours, salary, management & work atmosphere. All fees employer paid. Our concern is your job success. Please call us now or send resume in confidence. We really are
A BETTER WAY. , 352-4320
4000 Town Center # 1030
Southfield, Mi. 48075

ACCOUNTANT - CPA
Accountant position available, minimum 2 years experience. Salary commensurate with ability. Send resume to: 1714 Travelers Tower, Southfield, Michigan, 48076 or call 353-6550

ACCOUNTANT
Experience required, local office of large corporation, good pay and fringes. Opportunity to advance. Livonia area. 525-5000

ACCOUNTANT for Manufacturing company. Full time position. Experience with Data Processing helpful. Call 427-8450

ACCOUNTING CLERK
Experienced required. Local office of large corporation. Good pay and fringes. Opportunity to advance. Livonia area. 522-5000

ACCOUNTING CLERK - manufacturing company in Livonia. Salary commensurate with ability. Send resume to: Box 608, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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

Accounting/Payroll
Northwest area contractor has immediate openings in Accounting Payable and Payroll. Must be proficient in typing, 10 key, and desire to be trained in computer methods. Must be self-starter, industrious, and capable of organizing and maintaining own area of responsibility. Good salary and fringe benefits. Apply between 8 AM and 5 PM at 24955 Northwestern Hwy., Suite 200, Southfield, Mich.
An Equal Opportunity Employer

ACCOUNTS PAYABLE & PAYROLL. Matured, well experienced, full charge bookkeeper for earning home. Pegboard system. Must assume responsibility. Needed immediately. Westland area. Call Mrs. Ahern 522-2020

Accounts Receivable
Clerk
Needed for a good background in Receivables. Minimum 3 years experience. Must know all functions of receivables thru balancing of statements. Next area. Call weekdays between 10 AM and Noon.
349-5000

ADMIN ABILITY
Fantastic spot in Divisional HQ needs experienced skills and potential. Direct all activities for this group from Travel to Progress reports, Top Benefits. Start to $14,000.
Call 649-4144
Your New Boss Pays our Fee
HARRIET SOROS PERSONNEL

ADMINISTRATIVE
ASSISTANT
Fascinating position as Administrative Assistant and Secretary to Director of Registrations in suburban school. Variety and responsibility. Fee paid. To $9,360. Call Joanne Hoadley now.
353-2090
SNELLING & SNELLING
PERSONNEL

ADMINISTRATIVE ASSISTANT
An excellent & challenging opportunity for responsable individual with our sales department in Livonia. Successful applicants should be able to type a minimum of 50 WPM, have good communication skills and strong secretarial skills. Excellent starting salary and a full range of benefits. For additional information contact:
Edward Doherty Fargo Beverages
Between 8am-12pm. 925-4543
Equal Opportunity Employer M/F/H

ADMINISTRATIVE/
Sales Assistant
See our ad in the general section (500).
CMI Corporation. 362-1000

AUDITING CLERK TRAINEE
Challenging entry level position for Southfield firm. Typing required. Excellent benefits with rapid advancement opportunities. No previous job experience necessary. Call 355-2020

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
TO $14,000.
FEE PAID. A desire to succeed and good clerical skills are the key to the top position with suburban firm.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Positions - $700 to $15,000. Full benefits. Flexible hours - Interactions Dating Club Ask for Mr. Gray. 569-6222

An Appointment
Secretary
for O'Connor Studio
Part time evenings & also Saturday. No experience necessary. Will train.
Apply, Hudson's Personnel office, third level
Mon. thru Fri, 9:30am-4pm
Twelve Oaks
27500 Novi Rd.
Novi
Equal Opportunity Employer M/F

ATTENTION - former secretaries, flexible hours, ideal for working mothers. 646-0950

AUTO BILLER
Must be neat and experienced in billing car and truck sales. Salary open immediately. Good pay and fringe benefits including free dental. See or call Louisa Wright.
LOU LA RICHE
CHEVROLET
40875 Plymouth Road
Plymouth
453-4600

AUTO BILLER
Southfield dealership requires experienced car biller. Excellent pay, contact Debbie, Southfield Dodge Inc. 354-6600

BILLING CLERK
Marketing Services Company, Travel Division. Cost position involving, prepare detailed supplier invoices, accurate typing and filing skills. Birmingham. Mr. Cabrera, 645-0500, ext. 21.

BILLING CLERK WANTED. Light typing or key punch experience desirable. Must be able to work overtime. Starting pay $2.10 per hour. Apply Tues thru Fri. North American Photo, 27451 Schoolcraft, Livonia.

BIRMINGHAM - manufacturer's rep, needs secretary, no shorthand. Good pay & employee benefit program. Salary $800-$900. Agency fee paid.

GREAT - beginner spot, Troy financial company needs file clerk, light typing very pleasant working conditions. Start at $625 plus benefits & fee paid.

RECEPTIONIST - for Troy ad agency, interesting part time spot. Salary $600 to $625 plus good benefits and fee paid.

BIRMINGHAM - stock broker will train someone with some financial background and sales ability. Salary while training.
ADAMS
&
MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Current Openings
646-8780

BIRMINGHAM real estate company in need of an all-around secretary. Preferably someone experienced in real estate, or will train. Please call Real Estate For You. 644-1600

BOOKKEEPER, FULL charge, 11-4PM or 12-5PM, typing a must. Royal Oak area. Ask for Jim. 288-6043

Bookkeeper/
Accounts Payable
Must have good understanding of bookkeeping principles and be good with figures. Good attitude required. Must be capable with training to take full charge of A/P. Farmington area. Call
478-3521

BOOKKEEPER
Experienced Individual
Desired for CPA office. Excellent benefits. Call 559-7878

BOOKKEEPER, experienced through trial balance, preparation of payroll & payroll return. Pleasant office. Call Miss Oades, HS. Electronics, 34443 Schoolcraft, Livonia. 535-1155

BOOKKEEPER, for fast growing company. Able to post thru trial balance. Experienced only need apply. Salary negotiable. Hours, 8.30 to 5, N.W. Area. Call 576-1812

BOOKKEEPER/JR ACCOUNTANT
Small but expanding Livonia based Bookkeeping-Management service seeking full time Jr. Accountant. Experience and/or accounting training required. Call between 1-5PM. 591-1242

BOOKKEEPER - must know Payroll, General Ledger, Double Entry, thru Trial Balance. Part-time. 427-5533

BOOKKEEPER, part time, experienced, general ledger, trial balance, payroll taxes, typing. Southfield office. After 5PM 559-4166

BOOKKEEPER-
SECRETARY
Experience necessary to handle all phases of office. Part time. Excellent salary. Apply in person:
ROBY'S SHOES
TEL-TWELVE MALL
Telegraph at 12 Mile
352-0442

BUSY APARTMENT Management/Law office in Southfield needs Receptionist/Typist/Telephone answering. Must be intelligent, articulate, accurate, dependable and willing to work. Excellent opportunity for advancement. Call 10 AM-noon only. 358-0455

CASHIER-RECEPTIONIST
Sharp individual who enjoys meeting and serving the public must be able to type and work with figures; business experience desirable but not necessary.
Credentials Mart of America
33160 Plymouth, Livonia
425-1505
An Equal Opportunity Employer

CASHIER TYPIST
Personable individual needed for Cashier-typing duties with consumer finance company. Must be high school graduate and type 45 WPM. Some previous clerical experience preferred. For interview call:
Mr. Papcun, 838-1060

CHIROPRACTIC receptionist to work, Tues., Thurs., Sat. Must be mature & like people. Troy area, call 879-8144

CLERICAL HELP
Experience not necessary.
Full time - permanent.
Apply Mrs Hubbard,
Central Accounting, Second Floor
Montgomery
Ward
12 Mile & Telegraph
Southfield, Michigan.
Equal Opportunity Employer M/F

CLERICAL-INSURANCE CLAIMS
Experienced legal, part time hours flexible. Southfield area. 569-9700

504 Help Wanted Office-Clerical

CLAIMS EXAMINER
1 to 2 years claim adjustment (liability 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
Excellent typing, some bookkeeping knowledge & general office experience necessary. Full time, Livonia. Call & ask for Barbara, 464-5568

CLERICAL - full time. Typing, shorthand helpful but not essential. Call between 9am-5pm. Southfield. 358-3650

CLERICAL
Local insurance company has immediate openings for the following:
INSURANCE CLERK-for policy holders service department, diversified duties.
STENO - diversified duties requiring good typing and shorthand skills.
TYPIST-50 plus WPM.
For further information and appt call, 261-4730

CLERICAL - mathematical ability essential, bank teller experience helpful but will train. 4 days week, excellent working conditions, many company paid benefits. Call Carol 9-5 only 889-7323

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

CLERK-PART TIME
We need several clerks to help us on a part time will train, basis, at our West side office located at Greenfield and Jefferies expressway. Should have previous clerical experience and an aptitude for detail work. We also need a Keypuncher with experience on 2680 Operation Data or IBM 5496 preferred. Must be available from 8:30 AM-5PM, several days a week as needed. Please call 561-2242 ext.143
Equal Opportunity Employer M/F

CLERK/TYPIST
Full time typist needed. Some shorthand helpful but not necessary. Apply Federal Deposit Insurance Corporation, Receiver - Bloomfield Hills Federal Bank, 1383 Woodward, Bloomfield Hills, Michigan.

CLERK TYPIST, general office duties, 45 WPM required on Schoolcraft in Livonia. Full time and part-time available. 425-6773

Clerk-Typist
Launch your career!
In the Groups Claims Field Office of one of America's most prestigious insurance companies. This is an entry-level position with great possibilities. Build on your good typing skills and learn to handle a variety of important and interesting duties. We offer a good starting salary and excellent benefits in our convenient, attractive office. For an interview appointment, please call Richard Northway at (313) 358-1200.
Mutual Benefit Life
Equal Opportunity Employer M/F

CLERK/TYPIST, part time, needed to handle general office work and answer phones. Southfield area. Call before 5PM. 557-2777

CLERK/TYPIST - Secretary for branch sales office. Good typing skills necessary. Excellent company benefits. Monroe, The Calculator Co. 255-1500

CLERK TYPIST WANTED
For service department of tractor dealership located in Wixom. 476-2500

CLERK TYPIST with bookkeeping experience. Royal Oak, Call Ann, 544-3350

CLERK TYPIST wanted in Redford area. Typing 50 WPM, filing & telephone experience, good benefits, 8-5 Mon. thru Fri. Call Pat Mon. thru Fri. 8-5 937-8700

CROSS & THRECKER CORP.
Has an opening for a legal sec. to work for the Corporate Attorney in our executive offices in Bloomfield Hills. Position requires typing of 85 WPM minim. Heavy dictation. An organized person with a minimum of 5 years sec. experience. Call Linda, 8AM-5PM. 644-4343

504 Help Wanted Office-Clerical

CLIENT CONTACT
$1000 A MONTH
Your organized skills needed by professional firm. Good typing, shorthand a plus. Call Polly
644-4600
SNELLING & SNELLING
AGENCY

COMPUTER
OPERATOR/PROGRAMMER
Central office of expanding Retail Drug Chain, headquarters in Detroit area, needs a representative 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 & programs. Excellent working conditions & advancement opportunities. Compensation commensurate with qualifications. Full benefits. Send Resume along with salary requirements to: P.O. Box 681, Dearborn, Mich. 48126

CREDIT
CORRESPONDENT
Leading national company in dealer & consumer credit is offering an excellent career opportunity for a person with good typing skills, good figure aptitude and pleasant phone personality. Applicants should be able to type a minimum of 45 w.p.m. Office hours: 8 20AM-5PM, 5 days per week.
We offer the following benefits: Profit Sharing, Paid Vacations, Paid Holidays, Retirement Program, Hospitalization, Free Parking, Modern Office Facilities.
Our policy has always been promotion from within
FOR APPOINTMENT CALL
525-7800
APPLIANCE BUYERS
CREDIT CORPORATION
35275 INDUSTRIAL
LIVONIA, MICH. 48150
-subsidiary of Whirlpool Corp.-

CROSS & THECKER CORP.
Has an opening for a receptionist to work in their new corporate offices in Bloomfield Hills. Position requires receptionist duties, telephone duties, filing, office equipment care, typing (70 WPM minimum), and some driving. General office experience a plus. Call Linda, 8AM-5PM. 644-4343

CRT OPERATOR - typist, day and evening shift, 40 hour week, 50 WPM required, top pay, Southfield area. Call Monday thru Friday 9 to 5 PM. 424-8770

CUSTOMER SERVICE/Order Department. Mature, responsible person needed in rapidly growing company. Detail work with good math aptitude. Typing 50 WPM. Pleasant voice needed for telephone contact. Excellent benefits. Southfield area. For appointment call 353-3299

CUSTOMER
SUPPLY CLERK
A good company like Putney Boxes. We have loads of benefits and great working conditions Maybe that's how we attracted the kind of people we did. When you come in for your interview, look at the people. You wouldn't believe us if we said people are happy working here, so look. If you possess good typing skills, good telephone manner, ability to work with people, and the knowledge of business machines, we'd like to hear from you. Please contact Miss Shirley Heintz for an interview.
353-2830
An Equal Opportunity Employer

DISTRICT MANAGER'S Secretary for busy sales office of large national company. Southfield area. Duties varied. Typing 50 WPM, shorthand desirable. Good benefits, excellent working conditions. For appointment 569-6710
An Equal Opportunity Employer

DO YOU LIKE TO TYPE
and would you like to learn
to be a legal secretary?
Full or part time. 358-0270

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position serving top executives. Call for appointment. 557-7757

EXECUTIVE SECRETARY
Typing, Shorthand. Must have good judgement & flexibility to handle other duties. Pleasant offices in Oak Park. Federal Tool Supply. 543-9300

504 Help Wanted Office-Clerical

EARN EXTRA INCOME?
Exceptional wages possible for those with some experience or willingness to learn. Simple Telephone Sales work in our Southfield Office. Part/Full time work. Call Mon. thru Fri., 9 AM-4 PM.
557-0585

EXCITING opportunity for right person working for collection department of apartment management firm in Southfield. Willing to train intelligent, articulate, dependable, accurate person for very diversified/demanding position. Must type and enjoy collection letters. Call 10 AM-noon only.
358-0455

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

Executive Secretary
Seeking bright self-starter with excellent Typing & Shorthand skills. If you can compose Letters. Work well with people & enjoy a variety of duties.
Apply In Person
BONWIT TELLER
2701 BIG BEAVER-TROY
(Somerset Mall)

EXECUTIVE SECRETARY well paid partner, for spiritually capable person, difficult but rewarding position. Northwest suburbs. 547-0137

EXECUTIVE SEC'Y
Excellent opportunity for advancement with established company.
Friendly Birmingham location
Mature individual-minimum 3 years experience. Shorthand & Typing required
• Ability to Work Independently
And Take Charge!
Send resume & salary requirements to: Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

EXECUTIVE
SECRETARY
Work at busy Detroit Metropolitan Airport. Experienced secretary needed for our top executive. Must have shorthand and good typing skills for a fast paced office with diversified duties. Must have neat 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 parking. Apply in person to Airport Hotel between 8 AM and 3 PM. Monday through Friday or call Mrs. Bundarin at 941-3029.
Host International
Metro Airport
An Equal Opportunity Employer

EXPERIENCED bookkeeper to work on billing, collections, reconciliation of expenses and reconciliation of bank statements. 533-0001

EXPERIENCED
CASHIER
Needed for busy
GM dealership
located in Farmington Hills.
ASK FOR MARY GROGG
478-0500
BOB SAKS OLDS

EXPERIENCED KEY Punch Operator Royal Oak Schools
Call 435-8400, ext. 326

EXPERIENCED legal secretary needed for Farmington Hills firm. Good typing & dictaphone skills required. Excellent benefits. Call Linda Widrig, 851-9500

EXPERIENCED LEGAL secretary for pleasant modern suburban Bloomfield Hills law firm. Excellent benefits. Shorthand required. Salary commensurate with experience. Call Anita 647-6850

FILE CLERK TYPIST
40 hour per week, 40-50 words per minute, excellent typing. No experience necessary. Dewalt Foreman Studio, 18838 Beech Daly, Redford 535-3666

FILE CLERK
Clerical & typing duties, must type 60 wpm minimum, busy industrial distributor, Western area. Company benefits, phone for interview 349-4200

GENERAL OFFICE, must be strong in typing, knowledge of bookkeeping and light bookkeeping, for property management company, Southfield area. John P. Carroll Co. Call for appointment, 642-1880

GENERAL OFFICE
National Firm in Southfield needs ambitious and detail minded individual to handle varied duties. Excellent starting salary & benefits Call Mr. Baldwin 353-2645. Equal Opportunity Employer
An Equal Opportunity Employer

GIRL FRIDAY to work in an 8 man contractors office. Previous office experience desired. Fill out application in person at Terrehaute Industries Inc., 13311 Stark Rd., Livonia, Mich. 48150

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
General Accounting background, experience in a manufacturing environment desirable. Attractive salary & benefits program.
Apply in person or call:
PERSONNEL DEPARTMENT
INGERSOLL-RAND CO.
Automatic Production Systems Division
23400 Halstead Road
Farmington Hills, MI 48024
477-0800
An Equal Opportunity Affirmative Action Employer M/F/H

GENERAL OFFICE
National corporation with it's regional offices located in Southfield is seeking an individual with general office experience.
This position has heavy customer contact, accounting exposure, and other general office responsibilities. We offer a competitive salary, and a comprehensive employee benefit package.
For confidential consideration, send a letter or resume to:
Box 622
OBSERVER & ECCENTRIC
NEWSPAPERS
36251 SCHOOLCRAFT
LIVONIA, MICHIGAN, 48150

SECRETARY
Bailey Controls Company, major manufacturer of instrumentation and controls has an immediate opening.
Your background should include 3 years secretarial experience preferably in a marketing environment, 60 wpm typing, 80 wpm shorthand and familiarity with dictation equipment.
If qualified, call Mr. Gerry Debban at (313) 356-1500, or send resume with current salary history to:
Bailey Controls Company
Babcock & Wilcox
22511 Telegraph Road, Suite 203
Southfield, Michigan 48034
An equal opportunity employer m/f

504 Help Wanted Office-Clerical

SECRETARY
Major corporation located in a western suburb is seeking an experienced Secretary to work closely with its upper management staff. Responsibilities include: preparation of reports, statistical analysis, coordinate communications within a division, secretarial responsibilities, etc.
The professional selected will have a high aptitude for statistical computations, a keen attention to detail along with strong secretarial and communications skills. We offer a competitive salary along with a complete fringe benefit package. For consideration, please send a resume with salary history in confidence to:
Box 502
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150
An Equal Opportunity Employer

STATISTICAL CLERK
GENERAL OFFICE
Good Clerical Aptitude
Like to Work With Numbers
$700 PER MONTH
GOOD BENEFITS
8 Mile near Telegraph
CALL MRS. JOHNSON
9 A.M. - 5 P.M. WEEKDAYS
358-2512
An equal opportunity employer

PART-TIME
TYPISTS
SECRETARIES
CLERKS
National Bank of Detroit will be interviewing at the Southland Mall for Part-Time