502 Help Wanted Dental-Medical

FULL TIME Receptionist, wanted for Doctors office. 12Mile Southfield Area 4½ days per week, spring essential, phone Wed. eve. 9-4PM-8PM. 557-6310

Home Nursing

Total care for your loved ones. We have AIDES, COMPANIONS, RNS, LPNS, OTS, PTS & HTS. Immediate placement in your home 24 hr. availability.

MED CALL

559-8090

Labor & Delivery

Excellent opportunity for Registered Nurses with 1 year Med-Surg and or Labor and Delivery experience to work in our modern Labor and Delivery unit.

We can offer you an excellent salary and fringe benefit package including paid vacation, promotional opportunity, Major Medical & Dental Insurance and shift differential for afternoon and midnight shifts. For more information please call us collect at 313-288-9800 or apply Personnel Dept. Administrative Services Bldg.

William Beaumont Hospital
3601 W. 13 Mile Rd.
Royal Oak, MI 48072

LAB TECHNICIAN, experienced with knowledge of automated CBC's, prothrombin times, venipuncture 2 medical assisting abilities Southfield area, excellent wages & full benefits. 647-7274

LPN

Part time, day shift, 2 days per week. Must be certified to pass medications.

Apply:

KERN HOSPITAL
21230 Dequindre, Warren.

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

Birmid/Pontiac 334-9220
Detroit/Sfld. 569-1950

MALE RECEPTIONIST for two physicians in Southfield office. Evening plus part time, afternoons and early evenings. Mid-twenties. 827-9222

MEDICAL ASSISTANT
Part time. Experienced in venipuncture, X-ray & EKG. Northville area. 349-1100

MEDICAL ASSISTANT-Southfield internal office. Experience in Vena Puncture-Lab. X-Ray, Blue Cross. 557-7328

MEDICAL ASSISTANT, Full time. Experienced, typing, Blue Cross Blue Shield, front desk. 4 days 11:30 to 4 PM Southfield area. 569-2343

MEDICAL ASSISTANT
Full time for ophthalmologist office. NW suburb. Begin before Jan. 1st. Attorney & Executive Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

MEDICAL LAB TECHNICIAN

Internist's office, permanent, part time. Saturdays. Call between 9 AM - 12 noon.

358-5710

MEDICAL LAB TECHNICIAN

Internist's office, permanent, part time. Saturdays. Call between 9 AM - 12 noon.

358-5710

MEDICAL RECEPTIONIST
Experienced only for cardiac office in Northland area. Must have posting, payroll, M/M, MC and general medical desk duties. 356-6262

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST Family practice office. Year area. For appointment call 559-3023

MEDICAL RECEPTIONIST, full time, must have experience in medicine with references. 851-3273

MEDICAL RECEPTIONIST, part time. Evenings - Troy area. Typing, insurance forms filling, pegboard. 649-2960

MEDICAL RECEPTIONIST
Experienced only for doctors office in Oakland area. Must know posting, payroll, M/M, Medicare and general medical desk duties. 350-6262

MEDICAL assistant experience, part time, alternating weekends, part-time 1st in Southfield. Call 557-8800

NURSE AIDES

Experience not necessary. We need a caring, compassionate, responsible person. Many opportunities for advancement. Differential for 3rd shift.

EARN $2.95-$3.60 HR.

APPLY NOW
HENDRY
Convalescent Center
165 Haggerty, Plymouth
455-0510

NURSE AIDES

Experience not necessary. We need a caring, compassionate, responsible person. Many opportunities for advancement. Differential for 3rd shift.

EARN $2.95-$3.60 HR.

APPLY NOW
HENDRY
Convalescent Center
165 Haggerty, Plymouth
455-0510

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

NURSE AIDES & ORDERLIES
Good Health Care Opportunity
The Manor at Bloomfield Nursing Home has immediate openings on all shifts, better full and part time for people interested in challenging health care work. Experience is helpful but we will train the right person. These are permanent positions. Along with excellent salary we offer a good selection of benefits: paid Blue Cross, life insurance, vacations, sick days and holidays.

CALL NOW
OR APPLY IN PERSON TO
Mrs. Miller, In-Service Director
645-2900
2975 Adams, cor. 16 Mile

NURSE AIDES (HIDDEN) Full or part time. Training class Oct. 2nd. Farmington Nursing Home, call 477-7810

NURSE AIDES
Full time, Mon thru Fri. W. Bloomfield area. 644-1134

HEP/PHOREST
Gordon Food Service, Inc. Now Southfield. Opportunity for Hostess, Cashiers, Bakery, Deli, Meat Dept. Apply in person 26000 Schoolcraft, Livonia.

502 Help Wanted Dental-Medical

NURSE AIDES
RN'S - LPN'S
Immediate assignments. Schedules when you are available to work. Top pay.

AMC HEALTH CARE I

Suite 340W, Livonia office - Parallon across from Livonia Mall. 19500 Middlebelt Mon.-Fri. 8:30 to 5 PM

476-2590 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
ALL SHIFTS
Experienced Preferred
APPLY
Middlebelt Nursing Center
14300 Middlebelt Rd. Livonia

Top pay for Medical Assistant. Permanent position. Full time position in long term care in Northwestern area. Experience preferred. 644-4134

OFFICE ASSISTANT - Internist office. Must have previous experience with payroll, EMG and insurance. Full or part time. Send resume to Judith, 15370 Farmington Southfield, Livonia, Mi 48154.

RECEPTIONIST, full time, all shifts. On time job training. Pleasant working conditions. Bedford Villa Nursing Center, Southwest. 557-2333

PART TIME DENTAL ASSISTANT with experience. Light duties. General dentistry office in Birmingham. 646-2611

PART TIME: Late evening positions available in private Lab - processing full time experience necessary. Apply at 31731 Grand River, Farmington.

PART TIME Medical Assistant for growing industrial clinic in Canton. 20 hours per week, vena puncture and X-Ray experience necessary. 459-0700

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

PHARMACY TECHNICIAN
Small drug wholesaler to take and process orders, Ferndale area. 546-3440

RECEPTIONIST needed for busy Southfield office. Some medical background preferred. 358-1288

RECEPTIONIST FOR DENTAL FIRM, Part time - Evening. No PM. Coordinate appointments, phone assistance, typing. Prefer being with a helping office. Birmingham area. Please phone 644-1122

RECEPTIONIST
Ophthalmologist's office to supplement present front desk staff. Experience preferred but not necessary. Fringe benefits. Send resume to Box 670 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST ASSISTANT for new Medical Office. Experience preferred. Top pay and regular Civil between 10-12 261-2130

RECEPTIONIST for Livonia doctor's office, part time, light typing, pleasant telephone manner, must enjoy meeting the public, some experience preferred but not necessary. Please call Shirely 525-9222

RECEPTIONIST FOR busy Chiropractic office. Challenging career position for people oriented individual. Management skills in handling patients, personnel, insurance, details, telephone and answering service. Accurate light typing and bookkeeping required. Full time, excellent salary open according to experience. Office opens at 9 AM. Call for appointment in Plymouth area. Dr. Sidney Chiropractic Health Center, Grand River Redford. 537-6680

REGISTERED NURSE for in-home care, Southfield area. 356-8697

REGISTERED NURSE for in-home care, Southfield area. 356-8697

RN-LPN

Full or part time - all shifts. Good starting salary. Paid holidays and hospital benefits. Apply in person. See

DIRECTOR OF NURSING
Northwestern Hospital
Southfield, Michigan
An Equal Opportunity Employer

RN, LPN or CMA to teach medical assisting, or vocational school in Livonia, part time or evening positions, to start 10-29-79. Call 478-8179

RN or LPN

MIDNIGHT SHIFT
Middlebelt-Hope Nursing Center
14000 Middlebelt, Westland
326-1200

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

RN'S & LPN'S

Add salary, competitive wages & benefits. Improve at

CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia
Between 10AM-3PM

RN'S & LPN'S NEEDED

Part time positions on evenings and nights, in area of Michigan & Merriman Roads. Wayne. Your choice of days and shifts with excellent pay. Recent medicine experience required. For information from the high quality nursing agency, please call

Kelly Health Care
Ann Arbor
973-9010

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

QUALITY CARE
996-1661

RN'S or LPN'S. Full or part time, afternoons & midnights. Meals, and Blue Cross, plus other benefits. Bedford Villa Nursing Center, Southwest. 557-2333

WANTED - Physician's Assistant. Some experience in X-Ray, Laboratory work, EKG, Injections, Venipuncture, General Medical duties. Call any day except Wed., between 1-4PM 425-5826

$10 PER HOUR
RN'S needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No specialty needed. Apply in person Mon.-Fri. 10am-5pm, 18415 W. 8 Mile, just west of Lodge.

502 Help Wanted Dental-Medical

RN'S - 3pm - 11pm
LPN - 3pm - 11pm
Full or Part Time
LPN's - 4pm-9pm
Contact Mrs Hall, 476-6550
Dorvin Convalescent Center
22210 Middlebelt, Farmington
one block So. of 8 Mile on Middlebelt

TAILOR YOUR WORKING HOURS
Office assistant. Experienced in Plans and Specs & Medicaid preferred but will train if right mature person. 569-2418

TYPIST - RECEPTIONIST with dictaphone experience needed in a mental health clinic in the Northland area. 557-1009

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $163wk
Clerk Typist to $109wk.
Stenos & Secy's to $120wk
Many other positions available. Most Fees paid by Employer
Employment Center
Inc
569-1636

ACCOUNTING CLERK
General accounting experience, but will train for new responsibilities. Excellent opportunity for new skills, experience, and advancement. $3,360 Fee paid. Blondale Personnel 645-9884

ACCOUNTING CLERK, part time position, calculating experience preferred. Good math background. Excellent fringe benefits including insurance, profit sharing & credit union. $3.50 per hour. Apply in person Cadillac Corp., 1100 Big Beaver Rd., Troy

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

ACCOUNTING SUPERVISOR
Major W. Suburban travel agency needs full charge bookkeeper with supervision experience to take charge of accounting department. Excellent starting salary, full benefits, and company pays our fee. Call now for an interview.

PERMANENT STAFF
LIVONIA 522-4210

ACCOUNTING
FILE CLERK
With the knowledge of accounting principals (debits, credits, bank reconciliations, etc.) And typing 40wpm. We offer excellent salary, benefits & OPPORTUNITY. Please apply in person between 9 AM and 3 PM, Macenas Mutual Life Insurance Co. 21650 Northwestern Highway, Southfield, Mi. 48037. An Equal Opportunity Employer

ACCOUNTING TRAINEE
Excellent opportunity for individual with 2 years of high school accounting to learn automobile dealer accounting. Full time position. Ideal opportunity for older person desiring to reenter job market. Excellent starting wages and fringes benefits. Southfield location. Call Mr. H. Hadley, Business Manager, Deater Chevrolet Company. 534-1400

ACCOUNTS PAYABLE CLERK
PART or FULL-TIME
Must be detail oriented, light typing. Name your own hours. Experience preferred. Apply after 10AM to Alsar, 21121 Telegraph Rd. Southfield.

ACCOUNTS PAYABLE CLERK
Needed for Southfield based company. Basic general ledger knowledge preferred and light typing required. Offers good opportunity to work with computerized system. Salary commensurate with experience. Call Cindy for appointment interview at: 559-2233

ACCOUNTS PAYABLE CLERK
Famous international firm offers excellent opportunity to use your figure aptitude and good typing. Great benefits. Hurry! 10:30 Call Kathy today!

353-2090
SNELLING & SNELLING
PERSONNEL

ACCOUNTS RECEIVABLE clerk, will train, Southfield area. 10 key experience, Stedman Auto Supply, Farmington Hills 476-6900

Accounts Receivable Clerk

Needed for a good background in Receivables. Minimum 3 years experience. Must know all functions of receivables since balancing of statements. Non smoking. Call weekdays between 10 AM and Noon.

349-5000

ACCURATE TYPIST wanted to type from hand job for a national magazine. Part-time, approx. 10-to 15 hrs. per week. Hours flexible. Office located at 12 Mile and Orchard Lake Rd. 855-9411

ACTION
ACTION

Be A Get-out-of the House Wife. Become a Manpower Office Temporary. Come Where the Jobs really are. Join the Leader. The World's Largest.

REFERRAL BONUS
ACCIDENT BENEFITS
NO FEES
TOP RATE
IMMEDIATE OPENING

FOR OFFICE CLERKS
NO TYPING NECESSARY

DAYS &
AFTERNOON SHIFT
Must be 18 & have transportation
19500 Middlebelt, Suite 310E, Livonia
478-1130

26075 Woodward, Suite 305,
Huntington Woods
543-1080

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

ADVERTISING AGENCY
COMMUNICATIONS HOUSE
Wanted, full time Receptionist. Must have good telephone phone & manner. Typing - Steno. Some office experience preferred. Bloomfield hills area. Call 6am-5:30pm.
Ask for Dawn
334-9624

ADVERTISING
Creativity counts as well as experience with these 2 firms offering prestige positions. Call Management Potential. Start $13,000.
Call 649-4144
Your New Boss Pays our Fee.
HARRIET SORGE PERSONNEL

A HAPPY THANKSGIVING CAN BE YOURS
Start working for PERSONNEL POOL, TYPISTS, SECRETARIES & CLERKS

Personnel Pool
7 Mile & Middlebelt
478-8350

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - $10,000 to $15,000. Full benefits. Flexible hours - for interactions Dating Club. Ask for Mr. Gray.
649-4222

A MOVE UP
$11,400

Branch of large company needs Secretary for one of it's top people. Benefits, fee paid. Call Nancy.

644-4600
SNELLING & SNELLING
AGENCY

AREA BUILDER NEEDS
Part time general office help
Ferndale
398-2160

504 Help Wanted Office-Clerical

ACTION
ACTION

Be a get-out-of the House wife. Become a Manpower Office Temporary. Come Where the Jobs really are. Join the Leader. The World's Largest.

REFERRAL BONUS
ACCIDENT BENEFITS
NO FEE
TOP RATE

Secretaries
Typists

IMMEDIATE OPENINGS

19500 Middlebelt, Suite 310E
478-1130

26075 Woodward, Suite 305
543-1080

Renaissance Center
Tower 100, Rm. 1909
259-6511

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

ADMINISTRATIVE ASS'T.
EXPORT DIV.

Troy Manufacturer
Export experience a must. Spanish desirable, able to compose letters and work with transcriber. Excellent typing. Salary 880-$950 Mo. Fully paid benefits, tuition refund and dental. No Agency Fee.

PRODUCTION CONTROL
CLERK TRAINEE
Troy

Clerical Background required. 50WPM typing. Figure aptitude. Salary $750-$800 Mo. Fully paid benefits. Dental & tuition refunded. No Agency Fee.

WORD PROCESSING OPERATOR
Southfield

Input and retrieving experience 60WPM typing, good spelling. Mag-tape card typewriter. $700 per week Min. Fully paid Benefits with many phases. No Agency fee.

BETTY HAMIL PERSONNEL
424-8470

A NEW DIMENSION IN TEMPORARY SERVICES

IMPROVE your office skills. Ease your way back into the job market. If you decide to work full time, our Temporary Staff Division can serve you. Call Pat for appointment.

TEMPORARY STAFF
SOUTHFIELD 353-0505

Attention Housewives
Is Life Boring?
Now this the office work back in school use your skills to beat boredom and bolster your budget. We need SECRETARIES, TYPISTS, RECEPTIONISTS, TELE-TYPISTS, OPERATORS and CLERICAL HELP for top companies at top rates. Call Mary Jane Johnson at Manpower and a personal interview.

524-1750
TEMPORARY STAFF TROY

A UNIQUE POSITION

EAGER, Bubbly, receptionist needed for super-good company. Top 50 worm, beginners welcome. Give it a try, call us now. Company pays your fee. Call now.

PERMANENT STAFF
SOUTHFIELD 353-0505

AUTO DEALER
Service Cashier
For large volume Southfield Dealer. Some experience preferred. Excellent benefits and salary. Call Lois At Tamaroff Buick Opel.
353-1300

A VARIETY JOB!
Friendly W. Suburban company needs mature person with good typing for diversified position in busy sales office. Good starting salary, excellent benefits including Dental and Optical, very personable and company pays our fee.

PERMANENT STAFF
LIVONIA 522-4210

BACK
To School
BLAHS?

Let KELLY help! We have an interesting variety of temporary assignments that can put your office skills to use. We need GENERAL CLERKS, CLERK TYPISTS, TYPISTS, SECRETARIES with shorthand, BOOKKEEPERS & more. KELLY offers top assignments, top pay rates, merit raises, bonus referral plan and paid vacations. Come into the office nearest your home to see how KELLY SERVICES can add excitement to your life.

Not an Agency - Never a Fee

29449 W. 6 Mile, Livonia
522-4020

2239 S. Telegraph, Bloomfield Hl.
642-9650

939 W. Big Beaver
Suite 100, Troy
362-1180

23777 Greenfield
Suite 123, Southfield
424-9100

Not an Agency - Never a Fee

KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

Bloomfield Hills
Realtor
In need of clerical help.
Typing, filing, phone & advertising.
Experienced RI Real Estate & Closing preferred.
Call DENNIS RALOGH
645-5790

Cranbrook
Assoc.Inc. Realtors

504 Help Wanted Office-Clerical

BACK TO WORK?

Get your typing and other clerical skills up to par by working for:

THE TEMPORARY STAFF CO.

Our assignments offer variety, new people to meet and top $$$ for your skills. Call Linda for an interview.

522-4210 LIVONIA

BANK CLERKS

TELLERS and general clerks are needed for full time and part time positions.

Suburban and Detroit locations

Previous figure work or cash register experience helpful

$3.95 per hour. Please call.
837-8600

Beginner Typist
Variety job with large W. Suburban company for friendly person with good typing. Beautiful offices, excellent starting salary, full benefits, very pleasantable and company pays our fee. Hurry!

PERMANENT STAFF
LIVONIA 522-4210

BILLING CLERK
Full time, 2 years experience or equivalent. Must know how to type. Working 40 w.p.m. good telephone voice. Excellent benefits. Reply to Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING CLERK
For small office, Nort area.
Gallagher Fire Equipment.
477-1540

BILLING CLERK
1-2 years experience to work with colorful advertising agency. Variety position, rapid advancement. $800. fee paid. Blondale Personnel 645-9884

BILLING DEPARTMENT in Southfield seeks sharp individual with knowledge of BCBS and Medicare helpful. Accurate typing ability rather than speed a must. 2 years experience preferred. Call Mrs. Fedak 559-5142 Ex.307

BOOKKEEPER

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

BOOKKEEPER, experienced with shorthand knowledge required for construction company, Novi area.
349-8400

BOOKKEEPER, experienced through trial balance, preparation of general & payroll returns. Full time. Call Miss Hodge, Bio Electronics, 34443 Schoolcraft, Livonia.

BOOKKEEPER, experienced only need apply, general costracting company, salary negotiable, 8:30 to 5, for appointment call 476-1812

BOOKKEEPER
Full charge for small Southfield travel company. Requires responsible person, able to handle large volume, and supervision of Bookkeeping staff. Minimum 3 years full charge bookkeeping experience. Salary open. Extensive employee benefit program. Call.
353-8035

BOOKKEEPER NEEDED
For Tool company, 30 employees. Must be able to take care of payroll, taxes, accounts receivable, accounts payable, and other related office duties.
Good wages, full benefits including yearly bonus.

MICANOL CORPORATION
31362 Industrial Rd.
Livonia, Michigan
422-0180

BOOKKEEPER
Rochester area. Part time. 4-5 hours a week.
Call 651-6539

BOOKKEEPER - Secretary for CPA Office. Experienced and Sharp! Top pay - Southfield. Please call
855-1133

BOOKKEEPING OFFICE NEW
Some Data Processing experience desired. Must have full charge bookkeeping experience. Salary commensurate to experience. See Mr. Friedman, Southfield Holiday Inn, 26555 Telegraph Rd.

BOOKKEEPING PERSONNEL
Bookkeeping experience preferred. Apply: Holiday Inn, 26555 Telegraph, Southfield.

BROKERAGE SECRETARY: typing, shorthand, insurance background helpful. Good organizational ability. Responsible position. Opportunity for advancement. Call Mary Ann 353-8900

CAREER OPPORTUNITY - Growing Southfield Sales firm requires secretarial Typist. Diversified work. Prior office experience preferred.
354-1100

CAREER "PLUS"

Nationally diversified company seeks Jr. Secretary for their personnel department. Good communication skills & administrative ability opens the door to this opportunity. Don't hesitate-Call Now!

524-1750
PERMANENT STAFF TROY

CIRCULATION CLERK
IN LIVONIA
Interested in an exciting position that is not routine? Michigan's No. 1 twice-weekly newspaper group has such an opening for a high school graduate with typing skills. Work full time in our Livonia Office. Come in & fill out an application.
OBSERVER & ECCENTRIC NEWSPAPERS
36261 Schoolcraft Livonia
Levan & Schoolcraft
An Equal Opportunity Employer

CLERICAL - mathematical ability essential, bank teller experience helpful but will train. 6 days week, excellent working conditions, many company paid benefits, Call Carol 9-5 only
685-7323

CLERICAL POSITION

Person with office experience, good typing, aptitude for figures preferred. Farmington area.

ACE CONTROLS, INC.
476-0213

CLERK ACCOUNTING
Southfield professional firm has opening for experienced accounting clerk. Duties include time card processing & misc. clerical work in Accounting Dept. Good starting salary & benefits. Very nice working conditions & congenial staff. Send work history & salary requirements to Mr. Haney, P.O. Box 691, Southfield, Mi. 48037
An Equal Opportunity Employer

CLERK - good with figures, light typing, general office work, full time. Excellent benefits. W. Bloomfield area.
661-1000

CLERK-TYPIST, full time, experience required, Lathrup Village area. Call for appt.
557-2660

CLERK TYPIST
For CPA office, experience necessary. Light Bookkeeping, general clerk and statistical typing. Salary commensurate with experience. Southfield. Contact Donald Nitakin, PC.
357-1358

CLERK TYPIST
Life Insurance Co. located in Plymouth has opening for Clerk Typist. Good typing skills & figure aptitude required. Excellent benefit package. Contact Mr. Love.
453-8500

CLERK TYPIST - Part time positions available for mature individual with good typing skills. Michigan Antomatic, 28646 Capitol, Redford. Telegraph-Plymouth Road area. 538-5400

504 Help Wanted Office-Clerical

CLERK TYPIST
Prominent Birmingham firm seeking good typist and will train on dictaphone. Variety of interesting responsibilities. Will groom for higher position. $3960. Fee paid.
Blondale Personnel 645-9884

CLERK-TYPIST
Typing, filing, aptitude for figures, good phone manner. 355-1325

CLERK-TYPIST
1 girl office, full time for manufacturer's rep. to work without direct supervision. Duties: accurate typing, filing, telephone experience, excellent contact, pleasant personality. Southfield area. Call after 6PM.
559-2966

CLERK TYPIST
40 WPM. No Experience Necessary
Southfield Office
Call Cathy 353-3000

COLLECTORS
Wanted High School graduates looking for full time positions with good pay. No experience necessary. 552-5929
An Equal Opportunity Employer

COMPUTER
OPERATOR/PROGRAMMER
Central office of expanding Mound 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 S-34 a Must. Will maintain existing RPG II program and development of new applications & program. Excellent working conditions & advancement opportunities. Compensation commensurate with qualifications. Full benefits. Send Resume along with salary requirements to: P.O. Box 684, Dearborn, Mich. 48126.

COMPUTER OPER.
HONEYWELL 64

Down river firm has immediate opening for an experienced computer operator. Day shift 8AM-3PM. Competitive salary and excellent fringe benefits. Suburban area. Send resume outlining experience and salary history to

DATA PROCESSING
P.O. Box 18, Taylor, Mich. 48180
An Equal Opportunity Employer

CREDIT AND COLLECTION
Retired credit and collection person needed immediately by a large Detroit corporation. Applicant should be willing to work 4 to 6 hours daily or 2 or 3 days per week. Applicant must be persuasive and used to long distance telephone work. Industrial experience preferred. For more information please call personnel dept. 853-3300

WALL COLMONOY CORP.
An Equal Opportunity Employer

CUSTOMER SERIVCE
OFFICE ADMINISTRATION
No experience necessary
Would you enjoy working with people & doing a variety of office work? Do you type accurately? If so, we have a job for you. We will train you with our formal & on the job training program. You will work in a modern office with pleasant co workers. Good starting salary with regular merit increases, opportunity for advancement & many employee benefits including paid vacation. This is an excellent career opportunity.

General Finance Corp.
27777 Inkster, Redford
Equal Opportunity Employer M/F

DICTAPHONE TYPIST
To work as Secretary for prominent legal firm. No shorthand. Typing and spelling must be good. Rapid advancement. $10,200. Fee paid.
Blondale Personnel 645-9884

DICTAPHONE-TYPIST
With good vocabulary & grammar to prepare medical reports. Fringe benefits for medium size downtown Detroit Law Firm. No shorthand, pleasant surroundings, good salary & benefits Call ask for Ilene. 962-7770

D.O.C. In Southfield
Needs a general office clerk, for Soft Contact Lens department. Must have ability to work quickly and have an eye for detail. Fringe benefits and an opportunity for advancement. Previous office experience required. Appointments necessary, Call 559-5pm daily. Personnel at

354-5464

EMPLOYEE RELATIONS
PAY ROLL CLERK
Immediate opening for full time, entry level position in our new Naum's Showroom opening soon in the Redford area. Knowledge of payroll and personnel very desirable. Apply in person at:

NAUM'S
25495 Grand River, Redford.
An Equal Opportunity Employer

EMPLOYMENT COUNSELOR

A sales profile and people ability for a rewarding career opportunity with Snelling & Snelling, The World's Largest Employments Agency. Maturity a must. Excellent training program. Salary and fees. Call Snelling & Snelling at 649-5900.

EXECUTIVE SECRETARY
position available at insurance agency in Troy. Call Ann Hosser
649-3000

EXECUTIVE SECRETARY
To be groomed for management position for prestige Warren manufacturer. Credit and trade experience helpful. A variety of responsibilities, articulate, poised for Executive roll position. $12,360 minimum. Higher for outstanding experience. An equal opportunity employer Fee paid.
Blondale Personnel 645-9884

EXECUTIVE
SECRETARY

Secretary to President of established national company located in the Birmingham area. Individual with good secretarial skills who is a well organized self-starter. Please send complete resume to Box 680 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - $14,400
Large rapidly expanding suburban corporation offering complete benefit package which include paid 1 week christmas break plus standard vacation plan. Full dental and medical coverage. Qualified candidate will have minimum 3 years previous secretarial experience with typing 65WPM and light shorthand. No fee.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE SECRETARY - Southfield, typing 80 WPM, shorthand 90, good dictaphone experience & organizational ability, benefits, $950, fee paid.

SECRETARY - Southfield, for district manager sales office of national sales company, good typing & shorthand required. $780.

SWITCHBOARD - Southfield company, touch control board, $675, fee paid.

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 neat appearance and poise to handle a great deal of contact with employees, top 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 941-3039.

Host International
Metro Airport
An Equal Opportunity Employer

FRONT DESK/PBX OP

EXPANDING FARMINGTON FIRM NEEDS PERSONABLE INDIVIDUAL FOR FRONT DESK POSITION. TYPING SKILLS OF 45-50WPM REQUIRED. GOOD STARTER POSITION. TEMPORARY ASSIGNMENT TO RESULT IN PERMANENT, EMPLOYMENT IN WAYNE AREA.

Somebody
Sometime

SOUTHFIELD 272-8500

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY - for large Troy company, good skills & telephone manner required, salary $12,000 to $12,500. Full benefits & agency pay fee.

CLAIMS CLERK - for large Birmingham insurance company. Diversified position. Average typing, no experience required. Start at $585 with full benefits & fee paid.

SECRETARY - for Southfield development company, good skills & general office experience, excellent opportunity for advancement plus good raises. Salary $10,400 to $11,200 plus full benefits & fee paid

SECRETARY - for large corporation in Farmington area. Typing 65-70, shorthand 70-80. Good benefits, salary $750 & fee paid

ADAMS
&
MARTIN
920 Maple Birmingham

646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-6780

EXPERIENCED Accounts Receivable Clerk for each posting, filing and related duties. Experience with office machines is a Must. Excellent fringe benefits. Call Mrs. Aucoin, 879-1929

EXPERIENCED BOOKKEEPER needed for approximately 4 weeks NCR experience helpful. Call Shirley at 552-8950

EXPERIENCED legal secretary for established Southfield law firm, excellent typing & light shorthand required.
354-3200 ext. 21

FARMINGTON construction office needs Bookkeeper, diversified. Call:
477-7290

FILE CLERK
Entry level position with light typing. Excellent opportunity to learn for other responsibilities. $584. fee paid
645-9884

FILE CLERK needed for Farmington Hills lawfirm, high school graduate willing to learn office skills. Call Linda Widing 851-9500

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No typing. Permanent. Good benefits. NAS Creditors Service.
353-0300
An Equal Opportunity Employer

FULL TIME office girl, 5 day week. Typing and light bookkeeping. Experience helpful. Westunghouse Security.
557-7425

FULL time or part-time girl needed who is interested in learning the automobile business. One girl office. Call between 11 and 11:30.
478-1050

FULLY SKILLED SECRETARY
Needed for Southfield Law firm. Excellent dictation, typing, and organizational skills required. Pleasant phone manner and sales office experience desired. Attractive Farmington Hills location. Salary $12,000. Send resume to Box 673, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULLY SKILLED SECRETARY
Needed for Southfield Sales manager. Excellent dictation, typing, and organizational skills required. Pleasant phone manner and sales office experience desired. Attractive Farmington Hills location. Salary $12,000. Send resume to Box 673, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Secretary Bookkeeper. Experience necessary. Full benefits. Call 543-7200

GENERAL OFFICE - typing, filing, emulating, general office duties. Part time. Livonia area. Call Bill or Jan at
525-1900

GENERAL OFFICE CLERK - Experienced in payroll and invoicing procedures preferred but not necessary. Light typing required. Good salary and fringe benefits. Apply in person at 25815 Clinton at Wayne or call 721-8000
An Equal Opportunity Employer

GENERAL OFFICE

Leading real estate office needs someone full time for filing, telephone & accurate typing.

Hall & Hunter Inc. Realtors
626-5900

GENERAL OFFICE
Property management company is seeking a young lady for typing, filing, posting rents, etc. Southfield area, beautiful offices, recent experience not necessary.
358-3777

GENERAL OFFICE - experienced with bookkeeping and typing skills. Apply in person: Newton Mfg. 4249 Delemere, Royal Oak (S. of 14 E. of Coolidge)

GENERAL OFFICE, full and part time. 3 evenings and alternating Saturdays required. Ability to deal with public a must. Good personality and appearance a plus. Good working conditions and benefits. Royal Oak area. Call for information and interview appointment.
548-2000

GIRL FRIDAY - for growing property management company. Good typing & phone presence a must. Bookkeeping background a plus factor, but will train. Good benefits for the right person. Call Property Management Division
548-4900

GIRL FRIDAY, for custom builders office, in Bloomfield Hills. Must have typing and bookkeeping skills, own transportation. Full time, salary open, experienced only. Call Marla. 851-4888

HELP!
We need sharp girl with some sales ability to answer incoming calls 8-5, Monday - Friday and every 4th Saturday. Hourly rate plus incentive and benefits for this busy interesting spot. To interview call
399-2323

IMMEDIATE FULL TIME OPENING
Receptionist/Switchboard operator. Minimal secretarial skills required. Good benefits. Pleasant working atmosphere. Call Kathy Hunter:
453-6200

IMMEDIATE
Full Time Position
If you like to type, file, do light work & variety office assignments, we are sure to have a position to interest you.

Birmingham location. Excellent employee benefits & promotional opportunities. Call Ginny LaMarre for appointment.
645-2700 ext. 224

LIBERTY MUTUAL INSURANCE CO.
(Telegraph at 12½ Mile)
An Equal Opportunity Employer

IMMEDIATE OPENING
Expanding company in Troy for an individual with payroll experience & general office skills. Send resume to Box 638 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE
OPENING
Typist Clerical
Familiar with accounting office procedures. Must be experienced in typing statements and tax returns. Livonia location. Fringe benefits. Ambitious, permanent, full time persons need only apply. Applications are now being accepted.
Professional Food Service
15449 Middlebelt Rd.
Livonia, Mich. 48154
(located N. of 5 Mile, on 2nd floor, same building as Red Cross & Social Security)

INSURANCE AGENCY
Personal lines account assistant. Experience in home owners & auto rating & filing procedures. Beneficial new office in Southfield.
355-4400

504 Help Wanted Office-Clerical

IMMEDIATE part time position open for individual with organizational bookkeeping and typing skills. Diversified and responsible duties include assisting office manager in medical office N.W. Detroit. Hours flexible and medical background not necessary, salary open. Call Mon thru Thurs between 10am-1pm
271-4118

INDIVIDUAL NEEDED that can handle heavy typing, light shorthand & bookkeeping. Mon thru Fri. Salary equal to experience & ability. Blue Cross, life insurance & excellent plan. Grand River & Drake Rd. area. Ask for Mrs Monani.
478-8790

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

INSURANCE AGENCY
Immediate opening for Sales Secretary, 60 WPM typing and good communication skills. Dictaphone experience and accurate spelling ability required. Benefits. Farmington Hills.
553-4600

INSURANCE
Commercial agency experience. Excellent benefits and salary. Large Birmingham agency. Excellent benefits and working conditions. Call Sandi Sauer
644-5400

INSURANCE EXPERIENCE preferred. Good telephone personality. Many employee benefits. Large Salary commensurate with Farmington area.
478-7010

JUMP IN
To a future with growing suburban firm. Good typing, well organized, $800 a month, fee paid. Call Polley.
644-4600
SNELLING & SNELLING
AGENCY

KELLY
CARES

Kelly Services has (2) special interviewing centers for your convenience. Let us help put your office skills to work on temporary assignments.

Not An Agency-Never a Fee

Apply Mon. thru Fri.
9 AM. to 3 PM.

233 S. MAIN, PLYMOUTH
(across from the Dairy King)

32669 W. WARREN
GARDEN CITY
(Warren & Venoy Plaza in the Mall)

OR CALL
522-4020
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"The Kelly Girl People"
Equal Opportunity Employer M/F

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, full time, $ 30 to 5. Southfield.
353-0556

KEYPUNCH Operator, experienced. 029-039 6 hr