Help Wanted

502 Help Wanted Dental-Medical

Flexible Scheduling
Nursing Assistant positions available on 7am-3pm shift & limited openings on our 11pm-7am shift.
Please contact Ma Southers, Monday, October 1, 10am-3pm for an interview and tour throughout our modern facility.
Dorvin Convalescent
29270 Morlock, Livonia
(One block south of 8 mile)
476-0556

FULL TIME Position for medical assistant with some office skills for Podiatrists office. Medical office experience preferred. Please call 9-5 PM. 478-1150

FULL TIME Receptionist, wanted for Doctors office. 12Mile-Southfield Area 4½ days per week, typing essential, phone Weekdays 4PM-5PM. 557-6280

FULL TIME Receptionist-File Clerk. Typing skills & medical office experience helpful. Excellent benefits. Monday thru Friday. Southfield location. Call between 11AM-5PM. 569-4232

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

IMMEDIATE Full time or part time position open for individual as medical assistant trainee. Experience in these areas not a must, however, medical or public contact experience helpful. Person must be responsible & mature. Should be neat, presentable and able to handle diversified duties and have some organizational skills. Top position for career minded individual. Salary open. Good benefits. Call Monday thru Thurs. between 10AM-3PM. 271-6116

INSURANCE DEPARTMENT - Full time position, large medical group, good benefits, must have experience with all types of insurance. For personal interview call 538-4160 ex 202

LAB CLERK needed for Medical Laboratory in Livonia. Part time, 4pm-10pm, Monday thru Friday with alternative Saturday. contact Laboratory 427-3500

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

MATURE PERSON for receptionist position in doctors office, Livonia area, part time, afternoons and early evenings. Must type. 427-9222

MEDICAL ASSISTANT
Part time. Experienced in venepuncture, Xray & EKG. Northville area. 349-1100

MEDICAL ASSISTANT-Southfield internist office. Experienced in Vena Puncture-Lab, X-Ray, Blue Cross. 557-7878

MEDICAL ASSISTANT, Part time. Experienced, typing, Blue Cross/Blue Shield, from desk. 4 days. 11-30 to 4 PM. Southfield area. 569-2345

MEDICAL ASSISTANT
Full time for Hospital based office, NW suburb. Reply to Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT, Part time, 3 days. No Saturday. Reception, typing, filing. some experience preferred. Northwest Detroit Area. Call Days 341-5454 After 6PM 447-6685

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - Full time for Livonia Internist Experience in billing necessary. Send Resume to Box 704, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Part time opening in December in pleasant West Bloomfield GYN office. Formal medical assistant program graduate preferred. At least 1 year experience OB - GYN. Must know Blue Cross & insurance billing of all types. Call Tuesday only. 851-6070

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 OFFICE Help wanted. Must type, medical background desirable but not necessary. Canton area. Call between 10 AM and 5 PM. Mon. thru Fri. 455-5409

MEDICAL RECEPTIONIST, part time, hours flexible for Pediatrician's office in West Bloomfield area. 851-4373

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

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

MEDICAL RECEPTIONIST
Part time, three afternoons per week. W. Bloomfield Allergy office 626-5515

MEDICAL RECEPTIONIST, experienced for Southfield Internist office. Full time, excellent benefits. Must have knowledge of peg board and insurance forms, vena puncture, EKG and injections helpful. 559-0610

MEDICAL SECRETARY
Experienced, needed for internist in Farmington Hills. Must know all types of insurance billing, peg board, and all receptionist work. Experience in Vpuncture, EKG, and pulmonary function helpful. Ask for Denise at 478-1010

MEDICAL TECHNICIAN with recent Bacteriology experience, part time, alternating weekends, private lab in Southfield. 557-8080 557-8082

MEDICAL TECHNOLOGIST ON CALL
We are currently seeking an "on call" Medical Technologist to cover 2 weekends a month in our small suburban hospital. Selected applicant must be able to rotate in all areas including Blood Bank. We offer a congenial work environment and an excellent salary. For more information, please call personnel.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST ON CALL
We are currently seeking a Medical Transcriptionist to work on an "as needed" basis. This position requires a thorough knowledge of Med Terminology and an ability to type a minimum of 60 wpm. For more information, please call personnel.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

MED TECH - with recent bacteriology experience, part time, alternating weekends, private lab in Southfield Call 557-8080

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
165 Hagerty, Plymouth
455-0510

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
165 Hagerty, 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 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, ext. 16 Mile

NURSE AIDES, ORDERLIES. Full or part time. Training class Oct. 2nd. Farmington Nursing Home, 30605 Folsom Rd 477-7400

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-$2.65 an hour + overtime. Apply in person:
FRANKLIN MANOR
COVALESCENT CENTER
26900 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
Livonia Mall, 14500 Middlebelt, Mon. 1-4 Wed. & Fri. 10-2.
Southfield 478-2590 Pontiac
569-2781 643-6970

NURSES AIDES
HOMECARE assignment available now. $3.51 an hour to start. Flexible schedule, Washtenaw & Western Wayne County area. If you are experienced call for an appointment. 996-1661

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

HOUSEWIVES & STUDENTS
Earn extra money on weekends as a Nurses Aide. No experience necessary. Classes will be arranged prior to starting.
APPLY IN PERSON
Between 9:30 A.M. - 3 P.M.
CAMELOT HALL
CONVALESCENT CENTRE
35100 ANN ARBOR TRAIL
LIVONIA, MICHIGAN

MED TECH II
Major Detroit Hospital has an immediate full time opening for a Med Tech II. Experience required in all phases of blood banking. Registry and/or Baccalaureate Degree in Science required. Excellent wage benefits. For details contact:
252-4000
ext. 4080

WE NEED
NURSE AIDES ORDERLIES
If you are interested in work in the health care field, why not consider our facilities. If you are over 17 years of age, we will pay $3.00 per hour, plus a premium pay of $2.00 per shift for weekends. Benefits include sick pay and vacation pay. Immediate openings on all shifts. Please apply in person on weekday between 10 AM and 4 PM, and see Camelot for yourself.

CAMELOT HALL CONVALESCENT CENTER
35100 Ann Arbor Trail, Livonia

502 Help Wanted Dental-Medical

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
All shifts. Competitive wages & benefits. Require 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 nursing experience required. For information from the high quality nursing agency, please call
Kelly Health Care
Ann Arbor
973-9010

RN's
Needed at Northville Regional Psychiatric Hospital. $15,743 to $16,443
LPN'S ALSO NEEDED
$10,440 to $13,112.
Michigan Civil Service benefits. Please contact Mrs. Nixon
349-1800 ext.231
An Equal Opportunity Employer

RN's ON CALL
Our small suburban hospital is currently seeking Registered Nurses who want to work on an "As Needed" basis. The requirement is a minimum of one year experience in Medical Surgical Nursing. We have openings on all 3 shifts in our in-patient area. We offer a competitive salary and a congenial work environment. For more information, please call personnel.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

RN's - 3pm - 11pm
LPN - 3pm - 11pm
Full or Part Time
LPN's - 4pm-9pm
Contact Mrs. Hall, 476-0550
Dorvin Convalescent Center
29270 Merlock, Livonia
one block So. of 8 Mile on Middlebelt

SPEECH & LANGUAGE PATHOLOGIST
M.A. or M.S. degree in Speech Pathology; certificate of clinical competency in Speech pathology from the American Speech and Hearing Association. Diagnosis. Evaluation and remedial of speech and language disabilities, individual treatments programs development. Salary: $17,816. Contact:
OUTER DRIVE HOSPITAL
26400 W. Outer Drive
Lincoln Park, MI 48146
(313) 386-2000, ext. 268
An Equal Opportunity Employer

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

$10 PER HOUR
RN'S needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No specially needed. Apply in person Sunday, 10-5 PM. 8 Mile, Just west of Lodge.

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $183wk.
Clerk Typist to $189wk.
Stenos & Sec'ys to $212.00
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

ACCOUNTANT. Southfield CPA firm with three to five years experience preferred. Must have degree in accounting. Salary commensurate with experience & ability. Fringe benefits. Send resume to M. G. S & L., P.C., 18911 W. 10 Mile, Suite 240, Southfield, MI. 48075

ACCOUNTANT, 2 year's minimum experience for CPA office in Farmington Hills. Phone 553-7350

ACCOUNTING CLERK, part time position, calculator experience preferred. Good math aptitude. Excellent benefits fringe benefits including insurance, profit sharing & credit union. $3.50 per hour. Apply in person. Southland Corp., 1180 Big Beaver Rd., Troy

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 fringe benefits. Southfield Location. Call W. H. Hadley, Business Manager, Baxter Chevrolet Company, 536-1400

ACCOUNTS PAYABLE CLERK
Needed for Southfield based company. Basic general ledger knowledge preferred and light typing required. Offers good opportunity to work with comprehensive 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! 569-3131 Call Kathy today.
353-2090
SNELLING & SNELLING PERSONNEL

ACCOUNTS PAYABLE
Position requires individual who can handle detailed work in an organized and accurate manner with little supervision. Duties include verifying invoices against PO's, receivers and approvals, verification of time cards against payroll, issuing checks to vendors etc. Light typing and 10 key required. Troy location excellent fringes and working environment. $150 per week contact A. Henderson at 528-7070 ext 210
An Equal Opportunity Employer

AREA BUILDER NEEDS
Part time general office help
Perndale
398-3150

504 Help Wanted Office-Clerical

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

ACCOUNTS RECEIVABLE
CREDIT & COLLECTION
we have position open in our accounting department for an individual to contact customers with past due balances, assign and check credit limit and release orders for shipment and do misc. accounts receivable work as time allows. We need individuals who can be tactful yet firm in the collection effort, phone manner and communication skills important. Light typing and 10 key required. Troy location. Excellent fringes and working environment. $150 per week. Contact A Henderson. 528-7070
ext 210
An Equal Opportunity Employer

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 full & part time available
19500 Middlebelt, Suite 310E, Livonia
478-1130
26075 Woodward, Suite 305, Huntington Woods
543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

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
Southfield Center
Tower 100, Rm. 1909
259-6511
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Flexible individual needed to work for rapidly growing health care related company. Excellent telephone manner and ability to work with many people a necessity. Typing 50 wpm WPM and dictaphone experience a must. This position will offer varied experience in many different areas of management and has many possibilities for future advancement. Business school degree or 2 to 3 years experience in lieu of degree. Good salary and benefits. Send resume and salary requirements to Corporate Director of Personnel, Central Office, 22900 Orchard Lake Rd., Farmington Hill, MI 48024

ADVERTISING AGENCY
COMMUNICATIONS HOUSE
Wanted, full time receptionist. Must have good telephone phone & manner. Typing - 55wpm. Some office experience preferred. Bloomfield Hills area. Call 8am-5:30pm.
Ask for Dawn 334-9624

ADVERTISING
Creativity counts as well as experience with these 2 firms offering prestige positions and Management Potential. Start $12-$13,000.
Call 649-4144
Your Note Runs Pays for Free
HABERDASHER PERSONNEL

A LEGAL Receptionist, Southfield law firm-American Center. Opportunity for advancement. Typing skills required, pleasant surroundings. 553-7550

A LEGAL secretary, Southfield law firm, American Center. Excellent benefits, salary, minimum legal experience 2 years, pleasant surroundings. 553-7550

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

EXPERIENCED ONLY
Must have knowledge of Bookkeeping, Clerical, Typing, General Office work. Administrative experience very important. Female preferred. Full time position. Call for an appointment. Ask for Betty 474-9100

EXPERIENCED permanent part time secretary, good skills, busy Southfield office, 2-3 days per week. Executive Group 352-9767

EXPERIENCED switchboard operator/receptionist, five days a week, light typing for travel agency. Ask for Ann 644-1800

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

FEE PAID. Work with clients, type correspondence, and answer phones for busy sales firm. Good clerical skills a must. Salary, $700 per week to start!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-4747

FAST, ACCURATE TYPIST. Hours 7:30 AM to 4 PM, Monday thru Friday. Apply in person, Ames Supply Co., 11844 Brookfield, Livonia.

FILE CLERK needed for Farmington Hills location, high school graduate wishing to learn office skills. Call Linda Widrig 851-9500

504 Help Wanted Office-Clerical

AUTO BILLER
Must be neat and experienced in billing new car and used car sales for our fleet department. Start immediately. Good pay and fringe benefits including free dental. Contact Mr. Thomas Wright.
LOU LA RICHE CHEVROLET
40875 Plymouth Road
Plymouth
453-4600

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

AUTO DEALERSHIP
OFFICE WORK
Experience in auto billing, preferred. Will train right individual. Good typist a must. Apply at: Merritt Buick, Livonia VW, 34561 Plymouth Rd. or call 425-5400 for appt.

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
999 W. Big Beaver
Suite 109, Troy
362-1180
23777 Greenfield
Suite 112, Southfield
424-9100
Not an Agency - Never a Fee
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

BEST TEMPORARY JOBS IN TOWN
Office & Light Industrial
Long & short term assignments
HURRY!
CALL NOW
SCOTT GROUP
334-9790
1383 N Woodward Suite 102
Bloomfield Hills
or
542-9232
738 So. Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

BILLING CLERK
Full time, 2 years experience or equivalent. Duties have accurate math, & typing 40 w.p.m. good telephone voice. Excellent benefits. Reply to Box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING CLERK for Novi company. Knowledge of figures, pleasing phone personality. Gallagher Fire Equipment Co.; 40120 Grand River, Novi, Mi. 477-1549

BOARD AT HOME!
Advertising Services looking for local person to handle rest area display in home. Must be neat, personable and able to work with people 2 to 3 days a week. No experience necessary, will train. Must have car. For appointment call between 10am-5pm. 477-1373
An Equal Opportunity Employer

BOOKKEEPER ASSISTANT, full time, for expanding mortgage company in Renaissance Center. Good working conditions. Call 259-4060

BOOKKEEPER, experienced only need apply, general contracting company. Salary negotiable, $30 to 5, for qualified person. Call 576-1812

BOOKKEEPER, experienced, shorthand knowledge helpful. Construction company. Novi area. Please send resume to PO box 147, Northville, Mich. 48167.

BOOKKEEPER
Part time, Novi area. Experienced. Mature woman preferred. Union Lake area. 478-2370 or 363-7171

BOOKKEEPER
Rochester area. Part time. 4-5 hours a day. 647-8533

EXECUTIVE SECRETARY
Secretary to President of established national company located in Farmingham area. Individual with good secretarial skills who is a self organized self-starter. Please send complete resume to Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - Experience necessary. Light shorthand. Varied general office procedures. Birmingham Troy area. 644-5200

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 work experience and enjoy the job to do a great deal of contact with employees, at 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 Bondarin at 941-3619.
Host International
Metro Airport
An Equal Opportunity Employer

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

EXPERIENCED LEGAL SECRETARY for suburban law firm. 355-4770

EXPERIENCED LEGAL secretary interested in domestic relations litigation; short hand required. 353-6930

504 Help Wanted Office-Clerical

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

BOOKKEEPER
With secretarial skills, 3 to 5 yrs. experience. 175 & Opdyke area. 373-2225

BOOKKEEPING OFFICE MGR
Some Data Processing, experience desired. Must have full charge bookkeeping experience. Person must be responsible to supervise. Call Mr. Friedman, Southfield Holiday Inn, 26555 Telegraph Rd.

BOOKKEEPING PERSONNEL
Bookkeeping experience and 60 misc. are required. Apply: Holiday Inn, 26555 Telegraph, Southfield.

CASHIER-GENERAL OFFICE
Immediate full time position for accurate typist with pleasant telephone voice. Experience helpful, but not necessary. Salary to commensurate with ability. Ask for Guy. 353-8313

Cashier-Typist
High school graduate. 45 WPM typist. Will accept qualified beginner. $130 per week to start plus paid vacations and insurance.
Credithrift of America
32160 Plymouth Rd, Livonia
422-1505
An Equal Opportunity Employer

CLERICAL- Full time position with Southfield laboratory. Duties include typing, filing, billing and telephone activities. Call between 10am-4pm for appointment. 559-5625

CLERICAL HELP wanted typing skills preferred. Monday thru Friday 8-5PM. Good benefits. 525-8100

CLERICAL POSITION
Person with office experience, good typing, aptitude for figures preferred. Farmington area.
ACE CONTROLS, INC.
476-0213

CLERICAL/SECRETARIAL
Counter sales & light bookkeeping. Must be personable and deal with a variety of people. Apply in person: Color by Spencer, 249 Park St., Troy. No fees paid.

CLERICAL
Temporary mature help needed, flexible hours. Must type.
Farmington area.
626-8842

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 931, Southfield, MI 48037
An Equal Opportunity Employer

CLERK for general office work, typing, billing and filing. Town Steel Service, 12311 Mark Twain. 838-9010

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

CLERK TYPIST
I girl office, full time for manufacturer's rep. to work without direct supervision. Duties: accurate typing, filing, quotations, invoicing, telephone contact, pleasant personality. Southfield area. Call after 6PM. 569-2966

CLERK TYPIST
40 WPM. No Experience Necessary
Call Cathy 353-3900

COMPUTER OPER. HONEYWELL 64
Down river firm has immediate opening for an experienced computer operator. Day shift 6AM-3PM. Competitive salary and excellent fringe benefits. Suburban area. Send resume outlining experience and salary history to:
DATA PROCESSING
P.O. Box 10, Taylor, Mich. 48180
An Equal Opportunity Employer

CONTROL CLERK wanted, full time for expanding jewelry company, no experience necessary, some typing preferred, good benefit package, must be ambitious and conscientious. Troy location. For appt. and more information please call Mrs. Biehl on Thrus. 9-2:30 or Fri. 9-2:30. 649-3413

CREDIT AND COLLECTION
Retired credit and collection person needed immediately for small based 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. 853-3800

WALLS COLMONOY CORP.
An Equal Opportunity Employer

CUSTOMER SUPPLY CLERK
A good company like Pitney Bowes 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 our group. 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

DICTAPHONE/TYPIST
With good vocabulary & grammar to prepare correspondence & dictation 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 2pm-5pm daily. Personnel at
354-5464

EMPLOYEE RELATIONS PAY ROLL CLERK
Immediate opening for full time, entry level position in our new Nauru's Shoes room 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
For rapidly expanding well established agency, previous experience preferred but will consider individual with proven sales background. Excellent 1st year salary potential, will negotiate commission rate & bonuses. No fee.
125-7829
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE ASSISTANT needed - full time for local medical society. Good secretarial skills with motivation to assist director in many aspects of society business. Major benefits offered. Please send resume to box 700, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
position available at insurance agency in Troy, Call Ann Houser 879-9000

504 Help Wanted Office-Clerical

ASSISTANT BOOKKEEPER - Experience required & daily cash receipts & sales journal. Birmingham Troy area. 644-4590

ASSISTANT BOOKKEEPER-Accounting Clerk-General Office-Girl Friday wanted for a new battery manufacturing company located in Detroit right off of Lahser & Grand Trunk freeway. Applicants should be sharp, intelligent & type min. 50 w.p.m. have good telephone manner & be willing to be an able assistant in a fast paced office. Previous office experience is important, but good attitude and willingness to learn is essential. This job offers an excellent opportunity with good fringe benefits & salary. Hours 8:30 AM - 5 PM, Mon. thru Fri. Please call for appointment 933-7070

ATTENTION: reliable thinking person with good phone voice and typing skills Tues & Wed. from 4:30 to 9 PM, and Sat. from 8:30 to 5 PM, in small pleasant Livonia office. Offering $2.50 per hour. Call Mrs. Goad at One Way Realty 522-6000.

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No typing. Permanent. Good benefits. NAS Creditors Service. 353-0100
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 START-ER POSITION. TEMPORARY ASSIGNMENT TO RESULT IN PERMANENT EMPLOYMENT IN WAYNE AREA.
Somebody Sometime
SOUTHFIELD 272-8500

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 national sales manager. Excellent dictation, typing, and organizational skills required. Pleasant phone manner and sales office experience desired. Attractive Farmington Hills location. Salary $12,600. Send resume to Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULLY SKILLED SECRETARY
Needed for national sales manager. Excellent dictation, typing, and organizational skills required. Pleasant phone manner and sales office experience desired. Attractive Farmington Hills location. Salary $12,600. Send resume to Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GAL FRIDAY
Permanent, full time, office position with Birmingham retail store. Typing not required. Call Mr. Brown at
626-2548

GENERAL OFFICE
Secretarial work, some typing experience necessary. Full benefits. Call 543-7200

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 - good phone voice, interested in industrial sales and management. Mr. Jacobs 537-6282

GENERAL OFFICE CLERK
Needed with good phone personality.
Southfield-Schoolcraft area. 838-7246

GENERAL OFFICE:
Experienced, typing, filing, phone, full time, 8 to 5PM. Call 255-1150.

GENERAL OFFICE/RECEPTIONIST
Good appearance for telephone & clerical duties. Wayne area. Good benefits. Call Mr. Schwartz 8AM-5PM 522-7750

GENERAL OFFICE for Merchandising Dept., full time, 37½ hour week, starting salary $120. Must be detail minded, no typing 12 Mile & Southfield Rd. Phone Mrs. Sever 557-6113

GENERAL OFFICE WORK
Paid Hospitalization & Life Insurance. Profit Sharing Plan. Holidays & Vacation. Starting rate $4, per hour, $4.10 after 90 days. Non-smoker preferred. Apply at front door, 12800 Farmington Rd., Livonia. Before 11:30 AM & after 1:30 PM.

GIRL FRIDAY - for growing property management company. Good typing & phone presence a must. Bookkeeping background a plus factor, but will train the right person for the right person. Call Property Management Division for appointment 548-6900

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 851-6888

GIRL FRIDAY
Needed to run 1 girl office. Experienced in Bookkeeping, Billing & Typing. Troy area. 574-2727

IMMEDIATE OPENING with an expanding company in Troy for an individual with payroll experience & generous benefits. Call and resume to Box 638 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENINGS For highly skilled secretaries. FEE PAID.
A BETTER WAY. . 352-4320

IMMEDIATE POSITION available for self-starter in an entertainment related business in Farmington. Record keeping and typing required. Hours 9:30 to 5 PM, Monday thru Friday. 659-5525

INDIVIDUAL NEEDED that can handle heavy typing, light shorthand & bookkeeping. Must thru Pat Kline, Kelly Girl, and Graphic Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY
Personal lines account assistant. Experience in home owners & auto rating & typing. Beautiful new office, Southfield. 355-4400

INSURANCE AGENCY
Immediate opening for full time, entry level position in our new Naum's Shoes room opening soon in the Redford area. Knowledge of payroll and personnel very desirable. Apply in person at:
NAUM'S
25495 Grand River, Redford
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INSURANCE AGENCY
In Birmingham has opening for woman with experience in property and casualty insurance. Pleasant working conditions. Will consider person without exp. who has some college or high Math ability. Days, 644-6657. Evenings. 681-0251

INSURANCE
Commercial property/casualty experience in an agency. Excellent chance for advancement. Birmingham agency. Excellent benefits and working conditions. Mr. Green 644-5200

INSURANCE EXPERIENCE preferred. Good telephone personality. Mature person. Some typing. Salary commensurate with ability. Farmington area. 478-7010

MATURE PERSON, full time only with accounts receivable and light bookkeeping experience. Computer billing helpful. Apply in person. Pediatric Associates, 21151 Orchard Lake Road, Farmington.

504 Help Wanted Office-Clerical

INVENTROY CONTROL
Newly expanded manufacturing facilities located in Redford Twp require a production/inventory control person. Position requires at least 2 years experience of clerical and ordering activities related to inventory & production control. Experience with computerized reports & operation of terminal input equipment a definite asset. Accurate mathematical skills, must communicate well with people and typing skill of 40 w p m.
To arrange for an interview, please call Mary at 937-0710

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Experienced and well qualified Legal Secretary needed full time for small Farmington Hills law firm. Good typing and excellent benefits. Call Linda Widrig 851-9500

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For Bloomfield Hills Law Firm. Mag card skills preferred. 642-1020

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