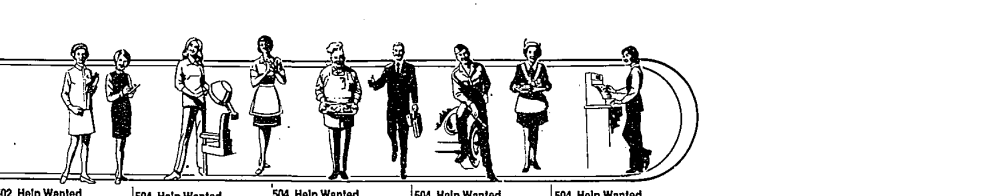
Help Wanted



500 Help Wanted

TELLERS (HOUSEWIVES)

Kids back in school-time to earn some extra money. We have your round part time teller positions available at our Oak Park & Birmingham branches of Detroit area Savings & Loan. Applicants should have light typing skills and good math ability; cashier experience helpful. Public contact positions require well groomed, personable applicants able to work flexible schedules including Saturdays. Own car.

CONTINGENT OR RELIEF TELLERS: Work on an on-call basis for various area offices to cover for vacations, days off, and sickness. Must have reliable transportation. Qualified applicants may complete applications at any branch locations including those shown below Monday thru Saturday between 10AM-4PM.

32800 Southfield Rd. Birmingham
25355 Coolidge, Oak Park
22180 Greenfield, Southfield
Metropolitan Savings Assoc
Equal Opportunity Employer M/F

TOOL ROOM MACHINE OPERATORS

Minimum 3 years experience.
RETOOL MACHINE CO.
13640 Elmira
Plymouth-Schaefer area.
834-6680

TRAVEL AGENT
Must have experience in typing, tariff & travel, Gateway Travel, 26645 W. 12 Mile Rd. 353-8600

TRAVEL AGENT - 6 months to 1 year retail agency experience required, full time position offered. Plymouth Canton area. 459-2010, eves. 459-0885

TRUCK DRIVER Male Or Female

For small manufacturing plant, good wages, benefits.
Shaw & Slavsky,
13821 Elmira
Near Plymouth & Schaefer Rd

TV REPAIRMAN
Experienced. Call between 9am-6pm. Ask for Bill, 645-1165. 685-8200

TWO INDIVIDUALS required with general knowledge of woodworking and/or carpentry experience. Electrical wiring experience helpful. Apply: Veco-CCE International, 33180 Industrial Rd., Livonia.

UPHOLSTERY Seamtress needed immediately. Fully experienced, excellent working conditions. 352-9051

VAN DRIVER needed. 6 days per week. Redford area. Must be reliable. Benefits. 537-5687

VETERINARY TECHNICIAN, will train, mornings, Westland area. Apply to Box 274 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WANTED ARTIST
Free Lance Graphics Illustrator. Logo & poster design work. 649-5545

WANTED FULL time stock & driver for van. Minimum 40-45 hours per week. Must be 18 years old. Call Nancy between 12-PM. 559-3500

WANTED Men and Women. Now taking applications for full and part time employment. Light manufacturing work. Redford area. Call between 10 AM and 3 PM for appointment 537-7737

WANTED SHIPPING clerk for day job. High School graduate preferred. Must have car and live in Dearborn and vicinity. Full or part time. Call Don at Industrial Temp. Control. 278-2210

WANTED - 1 person interested in building trades to work as a para-professional, from 9 AM. to 11 AM., 5 days week. Also need 5 person work welding skills to assist teacher from 8 AM. to 10 AM. Job pays $7 per hourContact: Mr. Robert Malbert, Thurston High School. 533-4000

WARRANTY CLAIMS Advisor needed for our service department. Experience preferred. Contact: Janet Curio, Personnel Manager, Son Evans Lincoln Mercury, 32000 Ford Rd., Garden City. 425-4300

WE HAVE OPENINGS FOR
Radial drill & multiple drill operators.
Apply in person.
30365 W. 10 Mile Rd., Farmington Hills.

WELDER FITTER
Full or part-time. 664-6810

WELDERS & APPRENTIC WELDERS
FOR SMALL WELDING SHOP
W. SUBURBAN AREA
422-2775

WELDERS
General help.
55 hour week, full benefits. 477-9777

WILLING TO train person in hollow metal door and frame business. For information call 937-8700

500 Help Wanted

WITT SERVICES

The Temporary Help People
Have openings for PACKING WORK. No experience necessary. GOLD CARD BONUS PROGRAM. No Fee. 18 years or older. Please call:

LIVONIA	525-0330
SOUTHFIELD	569-7500
DETROIT	259-7788

WOMAN needed to inspect garments we will train. Union benefits, paid Holidays, paid vacation, paid pension program. Apply Janet Davis Dry Cleaners 3645 W. Maple, Birmingham. 647-3000

WOMAN to assist in Doctors office. Apply in person, 8 AM to 12 Noon, 2 PM to 7 PM. Monday, Wednesday and Friday. 18831 12 Mile Rd., Southfield.

WOMEN AS Party Host, work from your home,. No selling. Earn as much as you wish.Salary Open 272-2236 19518 Schoolcraft.

X-RAY ASSISTANT - will train, 4½ days per week. Birmingham location. 647-4420

YOUNG MAN 18 years or older for full time maintenance work at apt. complex, Woodward, 16 Mile area. Call Ken between 9-5 646-1188

YOUNG Person to learn graphic arts & typography in a small, high quality art studio in Livonia. Should have typing skills. Steady day job. Call: 422-3050

502 Help Wanted Dental-Medical

LPN/MED ASST

Full time opportunity for personable self motivated individual to add professional background in business. Candidate for this Southfield branch office MUST have excellent work record & P.R. personality. Please call, 9am-4pm,

354-1646

ACCOUNTS PAYABLE - - Assistant bookkeeper, full time position, large medical group, good benefits. For appointment call 538-4700 ext. 202

APPLICATIONS being accepted part time for position as a dental assistant floater. Experienced in chairside & insurance knowledge helpful, morning hours & every other Sat. 525-7618

ASSISTANT to work with Clawson Podiatrist - foot surgeon. Assist with routine patient care and minor office surgery. Mon.-Wed.-Fri. approximately 25 hrs. per week 435-5778

BILLER
Experienced in all insurances.
Full time. 14 Mile & Middlebelt
855-2291

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

DENTAL ASSISTANT for specialty office in Southfield. Full time. Pay according to experience. 353-4551

DENTAL ASSISTANT/ Receptionist for Farmington office needs experienced gal Friday. Cheery office, benefits good pay. Call mornings 851-5925

DENTAL ASSISTANT
Position available for Wed. & Sat. Experience preferred but not necessary. Woodward/11 Mile area. 399-4468

DENTAL ASSISTANT
Full & Part time. Experienced in 4 handed dentistry. Southfield area.
358-0016

DENTAL ASSISTANT
No experience necessary. Birmingham area. Call Monday thru Friday, 9 AM to 5 PM. 646-1046

DENTAL ASSISTANT. Excellent opportunity. Prefer Mature and Experienced person. Farmington Orthodontic office. 855-2020 or 569-5110

DENTAL RECEPTIONIST wanted for modern office in Bloomfield Hills. Dental experience required, experience with insurance preferred. 338-4140

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 to 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

502 Help Wanted Dental-Medical

DENTAL TECHNICIAN to train for model room work. Dental experience helpful, 4 ½ day week & benefits. Hunter Dental Ceramics, 538-1050

DOCTORS BILLER
Birmingham
Insurance billing and relief reception duties in NW suburban office. Medical experience necessary. Salary $2.00 week, open. Profit-share, paid insurance, etc.

MEDICAL ASSISTANT
RECEPTIONIST
For Dearborn area doctor office. Varety of duties EKG. Injection. Pleasant pic. Open salary, good. 9-5 P.M. hours. Pleasant small office.

DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-4938.

EXPERIENCED MEDICAL ASST. For Southfield, Internist. Temporary Nov. 15 to March 1. Must know EKG. Vena puncture & Dypsn. Full Time. 559-0610

EXPERIENCED ORTHODONTIC chairside assistant needed for modern progressive practice in Birmingham. Please call 647-0696

EXPERIENCED (2 years) part time medical receptionist needed for busy Doctor's office, north woodward area. Please call 543-2342

Flexible Scheduling
Nursing Ast's Positions available on our 11pm - 7am shift.Training class scheduled on days. Paid while you are trained. Please contact Ms Sothers for an interview and tour throughout the facility.

476-0556
Dorvin Convalescent Center
29270 Morlock, one block so of 8 mile
Livonia

FULL TIME Medical Secretary. Experienced in transcription & insurance claims. Medical office experience necessary. Excellent benefits. Monday thru Friday. Southfield location. Call between 11AM-5PM. 559-4232

FULL TIME optometric receptionist - dispenser, Mon. thru Fri. 9-5. Experienced in dispensing, pay board & appoi. 851-0610

FULL TIME position available in Southfield Orthopedic Doctor office for responsible person, experienced in peghoard and insurance. Excellent benefits. Call 569-6306 Mon. thru Fri.

GENERAL DENTAL Assistant for Orthodontic office. Experience preferred. Southfield-Birmingham area. 642-4800

INSURANCE DEPARTMENT - Full time position, large medical group, good benefits, must have experience with all types of insurance. For personal interview call 538-4700 ex 202

LARGE MEDICAL office in Livonia Plymouth area seeks experienced telephone receptionist. Top pay to person with outstanding personality and references. Submit letter stating qualifications too box 730 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Liscesed Nurses
Full time & limited part time positions available on our afternoon & midnight shift. Shift differentials, excellent salary & benefit package. Call or come in between 9am-3pm, Mon. thru Fri. for a tour of our facility & interview.
University Nursing Home
28500 S. Mile Road, Livonia
427-8270
(5 Mile - Middlebelt area)

LIVONIA DOCTORS OFFICE
Needs Medical Secretary, Experienced in all forms of insurance. Part time. 522-7176

LOOKING FOR MISS. P.R.
Are you looking for part time work which could lead you to something more? If you can type, handle people with ease, enjoy working with and for others - we are looking for you .. our Miss. Public Relation's Gal. Please call 644-1172

LPN'S Full and Part time positions available on all shifts. Excellent benefits. Education reimbursement plan. No weekends. Contact Nursing Office 569-7100 29175 Southfield Rehabilitation Center. 22401 Foster Winter Dr. 9Mile-Greenfield Area.

LPN

3-11 PM., good wages and benefits. 3-5 days a week. Apply in person.
WISHING WELL MANOR
520 W. Main St.
Northville

RN'S-LPN'S

- ENJOY -
- YOUR FREEDOM
- YOUR FAMILY
- YOUR PROFESSION
- TOP WAGES
OUTSTANDING BENEFITS

- YOUR CHOICE OF -
- Assignment
- Schedule

PART TIME/FULL TIME
MEDICAL PERSONNEL POOL
Bimfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

L.P.N. OR Medical Assistant to assist doctors in busy OB/GYN practice in Southfield. Must have office experience & references Light lab, U.A., V.P., injections, etc. Pay commensurate with experience. Benefits. Ask for Darlene: 569-5425. 559-5462

MEDICAL ASSISTANT
Full time for ophthalmologic office, NW Suburb. Reply to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Full Time, must be experienced in EKG, Estrap, Venapuncture, Plymouth Area. 459-2252

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 W. Bloomfield GYN office. At least one year recent experience in GYN is preferred. Must know Blue Cross and all types of insurance billing. Call Lynn 851-6070

MEDICAL ASSISTANT, Birmingham area. X-Ray, EKG, VP, light typing. Willing to learn PFT. Good salary and benefits. 647-7220

MEDICAL ASSISTANT, part time, for internal medicine group 5 half days. Experienced vena puncture, EKG & X-ray, billing experience helpful. Lahser Village. Call Pat 559-0680

MEDICAL ASSISTANT SECRETARY
Needed by Troy Internist. Experience preferred. Send type written resume to: Dr. E. Rivera, 1155 East Long Lake Rd., Troy, Michigan, 48098.

MEDICAL ASSISTANT. Full time for Pontiac OB/Gyn office. Experience necessary in clinical and office procedures. Typing a must. Knowledge of Blue Cross-Medicaid billing. 334-4173

MEDICAL ASSISTANT
Southfield Internist's Office. Insurance forms, pegboard, some dictation & typing. Venipuncture & X-Ray helpful.
557-7878

MEDICAL RECEPTIONIST - part time, experienced in peg-board, typing & insurance. Southfield area. 569-5344

MEDICAL RECEPTIONIST
Peg board and billing Experienced only. Joy Rd. - Greenfield. 835-5328

MEDICAL RECEPTIONIST
Experienced with knowledge of Blue Cross Forms, making appointments, etc. For busy front Seak Southfield Area. 557-3457

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST

5 CLERK
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

Mental Health Workers

Males preferred.
Day & midnight shifts.
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

NURSE AIDES

Experience not necessary. Be paid while you train. Mature responsible applicants desired. Opportunity for advancement. Differential for midnights. Four hr. shifts available.
EARN $2.95-$3.60 HR.

APPLY NOW
HENDRY
Convalescent Center
105 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

Full and part time. Afternoon and Midnight shifts available. Weekends, good benefits. New starting rate. See Ms. Watkins.

NIGHTENGALE WEST
8355 Newburgh Rd.
Westland, near Joy Rd.,
An Equal Opportunity Employer

NURSE AIDES, ORDERLIES, Full or part time. Training class Oct. 22.
Farmington Nursing Home, 30105 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 30c over minimum wage. Apply in person.
FRANKLIN MANOR
CONVALESCENT CENTER
26500 Franklin Rd., Southfield
352-7390

NURSE or medical aide needed part time for Southfield Dr's office IV experience required. call 354-2606

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 8am-5pm, Monday thru Friday
University Nursing Home
28550 W. Five Mile
Livonia
427-8270

Nursing Assistants

No experience necessary - will train. Evening shifts will be starting soon. Apply in person:

Middlebelt
Nursing Center
14930 Middlebelt Rd., Livonia
425-4200

OFFICE MANAGER for solo prevention dental practice in Bloomfield area. Applicant must be neat and personable. Dental or medical experience preferred but will consider other qualifications. Insurance experience helpful. New accounts are a priority. Reply to Box 733 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC ASSISTANT
Full time
Pleasant working conditions
Westland area
Experience preferred. Call 425-7250

ORDERLIES, full time, all shifts. On job training. Pleasant working conditions, Bedford Villa Nursing Centre, Southfield. 557-3333

PARAMEDICAL EXAMINER perform mobile exam W. Bloomfield, Bloomfield Hills, Farmington, Southfield areas. Part-time. RN, LPN, certified corpsman Call 644-0303

PART TIME - optometric dispenser, 24 hrs. per week. Pleasant working conditions, Bedford Villa Nursing Centre, Southfield. 557-3457

PLEASANT DEARBORN Office seeking full-time Chairside Assistant. For Interview, 565-3131

RECEPTIONIST
Responsible person for busy and progressive Dental office located between Ann Arbor and Outer Drive. Experience preferred. Excellent pay and benefits. Full or part-time. Ask for Ann. 271-6180

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-LPN SUPERVISOR
Midnight shift. Salary commensurate with ability. Farmington area.
Call Mr. Mash 538-8404

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

RN'S

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

RNS & LPNS
Full time, Afternoons & Midnights.
LPN $4 per shift. RNS $50 per shift.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

502 Help Wanted Dental-Medical

RN'S & LPN'S

Needed at:
Northville Regional
Psychiatric Hospital
RN's- $17,309 and up
Based on experience
LPN's-$13,133 to start
Michigan Civil Service benefit
Contact Mrs. Dixon at 349-0300 ext. 231
An Equal Opportunity Employer

RN'S - LPN'S

& NURSE AIDES with recent hospital/ nursing home experience.
Immediate assignments. Schedule when you are available to work. Top pay.

AMC HEALTH CARE ONE
Livonia
Southfield 478-2590
Pontiac
569-2781 643-6970

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 cooperative 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

SECRETARY/RECEPTIONIST, Doctor's office. Typing & experience with Insurance & billing preferred. 16 hours per week. Southfield area. Call 968-3887

SOUTHFIELD surgeons looking for part time help. Typing, filing, medical terminology helpful. High school grad. Ask for Jan. 559-4415

SURGICAL Assistant, with office experience, part time for oral surgeon. Experience preferred. Pleasant area. Interviews call 855-0710

$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 8am-5pm, 16415 W. 8 Mile, just west of Lodge.

504 Help Wanted Office-Clerical

Bookkeeper Secretary

Mature, experienced person for public company corporate office. To assist treasurer/controller with investments, analysis, financial consolidations, insurance, bookkeeping, taxes, typing letters & financial reports, etc. Occasional overtime required. Very secretarial skills, shorthand a plus. Salary open.

Send resume to: T. Denton, Lynch Corp, 15300 Fullerton, Detroit, Mi. 48227.
Equal Opportunity Employer M/F

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $198wk.
Stenos & Secy's to $12,000
Many positions available. Most Fees paid by Employer.
Employment Center
569-1636

ACCOMPLISHED TYPIST with experience in Accounts Payable & General Bookkeeping required by Cherry Chemical Co., located at 1361 W. Big Beaver. Ask for Mr. Carlson. 588-6850

ACCOUNTANT - entry level opening for degreed applicant with accounting major. Trainee position, excellent salary. Fee paid. Beryl Personnel, 26681 Coolidge, Oak Park. 548-3055

ACCOUNTING CLERK
Experienced with posting automatic data processing for Accounts Payable. Auditing telephones helpful. Excellent benefits. Contact:
Beryl Service, G & G Tower, 17070 W. 8 Mile, Southfield. 444-8922

ACCOUNTING CLERK - experienced on payables. Pegboard system, type 35WPM, good math aptitude, $225. All benefits. Fee paid. Beryl Personnel, 26681 Coolidge, Oak Park. 548-3055

ACCOUNTING CLERK

For general clerical duties in busy bookkeeping department of consulting engineering firm in Farmington area. Education or experience in bookkeeping helpful. Knowledge of math, typing necessary.
NEVER FEE
29226 Orchard Lake Rd.
Farmington Hills.
851-4310
An Equal Opportunity Employer

ACCOUNTING

Inflation is forcing you to get a job. Recession is forcing you to look for something to do. We can probably help you kill two birds with one stone. If you want to join us in our attractive, Southfield Executive Offices, not only would you get a competitive wage and good fringes, but also a membership to one of our mortgage companies as well. If you have some accounting experience, want to learn bookkeeping and bring some extra money, call us at 642-4200 for an interview.

Silhouette/American Health Spas

30555 Southfield Rd.
Suite 400
Southfield, MI 48076

ACCOUNTING SECRETARY $11,500
Excellent opportunity for individual with secretarial skills to work in accounting department of major Southfield corporation. Handle correspondence, typing, light shorthand, book flight & travel arrangements & occasionally assist with general ledger work. Excellent promotional opportunities & full benefits with dental plan. Fee Paid.

555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTS PAYABLE CLERK
Want individual for full time position. Must have good bookkeeping skills, light typing, will train. Farmington Hills.
478-3535

ACCOUNTS PAYABLE - growing distributor located 12 Mile - Dequindre area requires accounts payable clerk with 1 to 2 years clerical experience. Must be good with figures and a dependable worker. Starting salary $650 to $700 mo. plus health & life insurance & pension. Send resume to Trans Continental Bolt, 28001 Dequindre, Madison Hts, MI. 48071. Attn: Brenda Belcher.

Accounts Payable Clerk

Northwest area contractor looking for someone with accounts payable experience. Must be proficient in typing, 10 key, and desire to be trained in computer methods. Must be self-starter, initiations and capable of organizing and maintaining own area of responsibilities. Good salary and fringe benefits. Apply between 8 AM and 5 PM at 24855 Novi Rd., Novi or call

348-2800
An Equal Opportunity Employer

GENERAL OFFICE - good typing skills a must, pleasant phone voice, challenging position for the right individual, salary commensurate with ability & experience. Troy area. 649-3833

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. Ability to balance of statements. Nova Corp. Call weekdays between 10 AM and Noon.

349-5000

ADMINISTRATIVE SECRETARY
Major corporation located in Birmingham requires individual to perform administrative duties in a sales oriented dept. Duties involve all administrative functions of the dept. Opportunity for advancement supervisory position. Please reply to Box 272 giving salary requirements, experience & any other pertinent information. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING SECRETARY

Executive spot for exec caliber person with good typing & shorthand skills. Will deal with top level management & handle confidential materials. Lovely Bloomfield location & company pays our fee. Call for an appointment.

PERMANENT STAFF
Southfield 353-0505

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - 17000 to $15,000. Full benefits. Flexible hours - for Interviews Dating Club. Ask for Mr. Gray. 569-6222

Announcing

Our New Farmington Location

Suburban

Office Services
33245 Grand River
477-9840
OFFERING
TEMPORARY
and
PERMANENT
Come In & Register
Shorthand - Typing
Data Processing
Bookkeeping
Word Processing
Switchboard
Two Locations To Serve You
Rochester 651-1500
Farmington 477-9840

Suburban

Office Services

Apply Today

Work Tomorrow
(Next Week Pay)
TOP PAY
BONUS FOR THE HIGHLY SKILLED
NEEDED NOW
SECRETARIES
TYPISTS
OFFICE CLERICAL
BOOKKEEPERS
Personnel Pool
Temporary Help Since 1946
NEVER A FEE
478-8350
29200 Vassar, Livonia

A SECRETARY
To $13,000 per year.
Advance Employment Center
559-2710

ASSISTANT BOOKKEEPER - Experience required by Insurance & general bookkeeping procedures, short of general ledger. Birmingham/Troy area.
644-4500

ASSISTANT BOOKKEEPER for manufacturing firm in Farmington area. 3 evenings and alternating Sundays, 10-25 hours week. Call Mary Fruss, 937-0060

Marjorie's Jewelry
Redford, Michigan

ASSIST IN ACCOUNTING

FEE PAID. Your experienced Bookkeeping through trial-balance is needed by Southfield corporation. Good fringe benefits are awaiting your Hurry!

TOWER & COUNTRY
EMPLOYMENT CENTER
474-1717

ASS'T TO PRESIDENT

Diversified duties, 10 yrs. minimum experience, 70 wpm. shorthand 90, 2 yrs. college in accounting, $200 week for product evaluation firm. $13-16,000/yr.
ALL FEES PAID CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

AUTO BOOKKEEPER

Experience desirable. Blue Cross. Pension. Contact Mrs. Ann
HINES PARK
Lincoln-Mercury
40601 Ann Arbor Rd
453-2424

AUTO DEALER wants car biller, experienced. 5 day week, paid Blue Cross, many benefits. Call for appt. Jim O'Brien. Krug Lincoln Mercury, 21531 Michigan Ave., Dearborn, 274-8000

BANK TELLERS CUSTOMER SERVICE

Full time teller positions and part time customer service positions available in Southfield. Experienced preferred but will consider those with cashiering background.
Michigan Nat Bank
OAKLAND
569-1700 ext 394
An Equal Opportunity Employer

BILLING CLERK

Friendly Farmington Hills company will train responsible person with good math aptitude and accurate typing to figure billings and enter data into computer. Good starting salary, full benefits, room for advancement & company pays one fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

BIRMINGHAM LAW firm needs Legal Secretary. Strong shorthand & typing skills are a must. Salary commensurate with ability. Excellent working conditions. Please call Lynn: 645-1250

504 Help Wanted Office-Clerical

BOOKKEEPING CLERK $170
For rapidly expanding suburban corporation, handle invoicing & general clerical duties. Pleasant work environment & excellent advancement potential. No typing required. Full benefits, employer paid fee.

555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

BOOKKEEPER - Experience preferred. Double entry. Small firm. Benefits. Part-time 30 to 40 hr. per week. Resumes: P.O. Box 5195, Northville, Mi. 48167.

BOOKKEEPER for Southfield ad agency. Agency or media experience helpful. Good typing skills necessary. Excellent benefits Call 358-4800, Ext 201

BOOKKEEPER

Full charge for growing company in Southfield. Minimum 3 years full charge and supervisory experience. Requires responsible person able to handle large volume and supervision of bookkeeping staff. Salary open. Extensive employee benefit program.

353-6035

BOOKKEEPER

Immediate opportunity to expand your career with an exciting computer company in Birmingham. You will be responsible for Payroll & Related Taxes, Bank Reconciliations & other Misc. Duties. You should have 1-2 yrs. experience. Excellent salary with Blue Cross, Blue Shield including dental. Fee Paid. Call or send qualifications to: Susan Berns.

CORPORATE
SEARCH INC.
18930 W. 10 Mile Rd.
Southfield, Mich. 48075
559-3310

BOOKKEEPER - Men's Clothing Store. Full-time. General Office, some bookkeeping experience. Northwestern Shopping Center. Call Edith 569-5885

BOOKKEEPER NEEDED
For responsible position in Southfield. Experience thru trial balance required. Excellent pay, benefits. Contact Dave or Kim. 542-1133

BOOKKEEPER/RECEPTIONIST
Position open in Southfield law office. Some clerical and light typing skills required. Salary commensurate with experience. Call between 2 AM and 5 PM 353-4292

BOOKKEEPER/SECRETARY
Needed for Accounting Department
333-7007

BOOKKEEPER-TYPIST
Good opportunity in management, construction, architectural firm. 32 Hours a week. Experience in references required. Attractive starting salary & benefits. 10 Mile - Evergreen area. Call Sanbrenn Company, 358-3220

BOOKKEEPER. Experienced Bookkeeper for small construction company. Pleasant call for interview appointment between 9am-5pm. 477-2308

Business Is
So Good
We Need
More People

Secretaries
Typists
All Office Skills

Long & Short Term Assignments
CLOSE TO HOME
Jeffcoat

BONUS &
GOLD CARD
Discount Program
TOP PAY RATES

CALL THE OFFICE NEAREST YOU

SOUTHFIELD 569-7500
LIVONIA 525-0330
DETROIT 259-7788

WITT

The Temporary Help People

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. 353-0313

CLERICAL
Newark Electronics, an enterprise of Premier Industrial Corp., has an immediate opening for a person with a pleasing telephone voice. Duties include light typing, filing and other related functions. We offer a pleasant working environment along with a complete compensation program including many fringe benefits. If you would like to arrange for a confidential interview, call Tony Nawrocki 647-0600
An Equal Opportunity Employer

Accounts Receivable-Payroll Control-Operate Philips Computer. Southfield-Farmington area. Call 353-8100

CLERK TYPIST
For general office, full time, Troy area, no shorthand required. Call Beverly 588-1979

Clerk Typist

To work 8 AM-12 or 9 AM-1 PM for approximately 6 months

Accounting Clerk

Full time. Good math & typing. Permanent position.
Call For Interview
MICHIGAN LIFE
Insurance Company
33333 TELEGRAPH
555-5500 Ext. 215
An Equal Opportunity Employer

CLERK-TYPIST
30WPM preferred, no experience necessary. Southfield office
Call Cathy at 353-3000

COMPUTER OPERATOR - experience on Honeywell 62 preferred, pleasant office in Troy, Blue Cross, Apply Wise World, 1801 Thimbertird, Troy, Mich.

GENERAL OFFICE
Recent experience. Must be accurate typist. Switchboard experience helpful. References. Call for appointment. R.J. Kramer Co. 532-5300
An Equal Opportunity Employer

GENERAL OFFICE
Immediate opening for sharp person. Variety of duties including switchboard, some typing. Excellent hours and benefits. For appointment, please call Elise Fields. 557-1600
An Equal Opportunity Employer
Affirmative Action Employer

GENERAL OFFICE

Typing, filing, computer CRT experience helpful. Apply 9 AM to 5 PM.
Novi American Inc.
40200 Grand River, Novi.
½ mile west of Haggerty.

GENERAL
OFFICE

FEE PAID. Exciting opportunity with prestigious firm. Must be able to type 50-60 wpm, and a serious desire to succeed are all that's needed.
TOWER & COUNTRY
EMPLOYMENT CENTER
474-1717

INSURANCE
Responsible person needed as account assistant for personal lines department in Southfield agency. Experience in all aspects required. 355-4100

504 Help Wanted Office-Clerical

COUNT ON KELLY

KELLY SERVICES has a special recruiting center for your convenience. We need SECRETARIES with shorthand, TYPISTS, CLERKS and more for temporary assignments in your area. Come in and apply now and let our trained staff evaluate your skills.

Not An Agency - Never a Fee

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

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

29449 W. 6 MILE, LIVONIA
(west of Middlebelt)

522-4020
KELLY
SERVICES
"The kelly Girl People"
Equal Opportunity Employer M/F

CREDIT COLLECTION CLERK needed for busy Farmington Hills mail order firm. Requires detail oriented person with 1 year experience, accurate typing and pleasant phone manner. Good pay, benefits and possibility of advancement. Call Mrs. Hall 851-1333 ext. 0Call Ann Moore between 8 and 5PM 476-8460

CRT TRAINEE, day shift, 40 hour week, 50 wpm typing required. Southfield area. Call Monday thru Friday, 9-4. 424-5770

DEPARTMENT COORDINATOR

Major Farmington Hills Company will train responsible person with good typing for diversified & processable position in photographic department. Lots of public contact, beautiful offices, excellent starting salary, full benefits & company pays for fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

DISTRICT MANAGERS secretary for busy sales office of large national company, Southfield area. Duties varied. Typing 60wpm. Shorthand. Good benefits, excellent working conditions. For appointment 559-6710
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.

555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE/SALES Secretary. Excellent opportunity for organized person with good typing skills. Pleasant phone work involved. Pleasant office in Troy, Blue Cross. Please send resume to Work Force, 1181 Thimbertord, Troy, Mich. 48084. Attn: C. Holtz

EXECUTIVE SECRETARY
Experienced Secretary for General Manager and Marketing Department. Must be self-motivated, and able to handle complex duties to completion. Salary commensurate with experience. Located 10 minutes from Northland. Send resume to Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - we are an international firm with an immediate opening for an executive secretary to work in our corporate headquarters in Bloomfield Hills, position requires typing of 85 WPM, heavy dictaphone, an organized person with a minimum of 1 to 3 yrs. recent secretarial experience. Call Linda 644-4343

EXECUTIVE SEC'Y

1-3 years experience, 70 wpm, shorthand preferred, accounts payable, memory type a plus, excellent skills, good personality, $12-14,000 yr.
ALL FEES PAID CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

EXECUTIVE SECRETARY
City of Oak Park
Secretary for Administrative Office. Successful candidate must be experienced in a variety of clerical tasks. Type 60 WPM and shorthand 100 WPM minimum. Position requires a high level of maturity and the ability to accept responsibility. Salary $12,000 to $13,200, plus full Benefit Program. Apply at:

PERSONNEL OFFICE
City of Oak Park
13600 Oak Park Blvd.
Oak Park, Michigan 48237
An Equal Opportunity Employer

INTELLIGENT, reliable, personable young person who desires work as secretary to management consultant. Need one-half office. Excellent typist, light bookkeeping, some dictaphone. Full time position. Call Mr. Lawrence 9AM-5PM. 358-5090

JUNIOR SECRETARY with basic office skills for law firm specializing in technical cases. Will train right person on legal secretary. Applicant must at least know car axle from brakes! Salary open, excellent fringe benefits. Call for appointment Thursday or Friday, 8AM-4PM. 559-1750

30WPM preferred, no experience necessary. Southfield office
Call Cathy at 353-3000

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504 Help Wanted Office-Clerical

EXECUTIVE SECRETARIES

Major international organization opening new corporate offices in West suburban area. Excellent opportunity to land top notch position as this prestigious firm hires complete new secretarial staff. Generous starting salary to $18,000, fantastic fringes, good advancement potential & company pays our fee. Call now for a personal interview

PERMANENT
STAFF
LIVONIA 522-4210
DEARBORN 565-2770

EXECUTIVE SECRETARY

Working for president of manufacturing firm located in Wayne. Fantastic opportunity for career minded individual. Must have solid secretarial background, good typing, and shorthand skills. $260 per week. Apply immediately.

Somebody Sometime

272-8500

EXPERIENCED LEGAL Secretary for Downtown Law Firm. Pay commensurate with experience. Call 961-1003 ask for Mr. Galinsky or Mr. Meyerson.

EXPERIENCED ONLY