Help Wanted

502 Help Wanted Dental-Medical

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

Nursing Assistants
A few openings are available on our afternoon & midnight schedules for Nursing Assistants. Flexible scheduling. Apply in person
between 9am-5pm, Monday thru Friday
University Nursing Home
28350 W. Five Mile
Livonia
427-8270

Nursing Assistants
No experience necessary – will train. Classes will be starting soon. Apply in person

Middlebelt Nursing Center
14500 Middlebelt Rd., Livonia
425-4200

OPHTHALMIC Assistant needed, mature, efficient, quick learner with 2 years college and nice personality. Will train for full time position in Southfield. Rapid advancement with excellent remuneration. Extremely pleasant and well organized office. Call Ramona, 559-2591

ORTHODONTIC RECEPTIONIST part time, typing helpful, Livonia Farmington area. Pleasant personality required, apply to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARAMEDICAL EXAMINER perform mobile exam W. Bloomfield Bloomfield Hills, Farmington, Southfield areas. Part-time RN, LPN, ex-corpsman Call 644-0392

PART TIME - optometric dispenser, 24 hrs. per week 5 days, experience in dispensing frames & contacts 851-0610

PLEASANT DEARBORN Office seeks full time Chairside Assistant. For interview, 565-3121

RECEPTIONIST
Responsible receptionist for busy and progressive Dental office located between Evergreen and Outer Drive. Experienced in pegboard preferred. Excellent pay and benefits. Full or part-time. Ask for Ann. 271-6160

RECEPTIONIST
Experienced in pegboard, bookkeeping payroll, 14 Mile & Middlebelt. 855-2291

RECEPTIONIST BILLER
Clinical lab in Southfield
Weekdays 9 AM-5 PM
Prior experience preferred. 557-8080

REWARDING POSITION available in pleasant Podiatry office. Must be experienced in all insurance billing with genuine regard for people a must. Wayne Westland area. 721-0581

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

NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Ann Arbor Trail
An Equal Opportunity Employer

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

RN'S and LPN'S. Full or part time, afternoons & midnights, good hospital benefits. Cross, plus other benefits. Bedford Villa Nursing Center Southfield. 557-3323

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

RNS & LPNS
Full time, afternoons & Midnights LPNS $44 per shift. RNS $50 per shift.
WILLIAMSBURG Convalescent Center
21017 Middlebelt, Farm
Between Grand River & 8 Mile
476-8300

SOUTHFIELD surgeons looking for part time help. Typing, filing, medical terminology helpful. High school grad. Ask for Jan 642-1416.

SURGICAL Assistant, with office experience, full and part time for oral surgeon. Experience preferred. Plymouth area. Interviews call 455-0710

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 benefits
Contact Mrs. Dixon at 349-1800 ext. 231
An Equal Opportunity Employer

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 benefits
Contact Mrs. Dixon at 349-1800 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
476-2590
Southfield 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 congenial work environment. For more information, please call personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 266
An Equal Opportunity Employer

RN'S TO $12/HR
LPN'S TO $9/HR
NURSE AIDES TO $4.50/HR
Can you comfort yourself in the presence of the elderly? If so, we have immediate assignments in many fine Northwestern Suburban convalescent centers. One year recent nursing home hospital experienced applicants may apply.
KIMBERLY NURSES
354-1640

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

SHARP Dental assistant needed for challenging progressive practice. CDA and 4 handed Dental office experience necessary.
Birmingham 642-1000

$10 PER HOUR
RN'S needed for special project in Farmington. Full or part time. Starte immediately. Regular nursing. No specialty needed. Apply in person 9am-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, S.E.C. reports, financial consolidations, insurance, bookkeeping, taxes, typing letters & financial reports, etc. Occasional overtime required, good secretarial skills, shorthand a plus. Salary open.
Send resume to: T. Denton, Lynch Corp, 15200 Fullerton, Detroit, MI. 48227.
Equal Opportunity Employer M/F

ACCOUNTING CLERK
For general clerical duties in busy bookkeeping department of consulting engineering firm in Farmington Hills. Education or experience in bookkeeping required, attention to detail a must, typing necessary.
NEYER, TIZIO & HIVON, LTD
29226 Orchard Lake Rd.
Farmington Hills.
851-8300
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
An excellent opportunity exists for an experienced Secretary in our world headquarters located in Northville. Responsibilities include: typing, shorthand, and employee benefit plans administration. This position reports to the Director of Personnel.
GUARDIAN INDUSTRIES is a growing and diversified $280 Million Dollar corporation. We offer an excellent salary and a complete fringe benefit package. To investigate this career opportunity send a resume in confidence to or call Ken Battjes 349-6700, Ext. 490.
GUARDIAN INDUSTRIES
43043 W. 9 MILE RD.
NORTHVILLE, MICHIGAN 48167
An Equal Opportunity Employer M/F/C

PART TIME Secretary Dispatcher
ITT Courier Terminal Systems has an outstanding opportunity for a well qualified individual with 1 year of general clerical skills. There will be a great deal of phone work in this position so it is essential that you can communicate well over the phone.
To apply please call for an appointment between 9:00 A.M. and 11:00 A.M. Monday thru Friday. 313-358-3090.
ITT COURIER
A rapidly growing Equal Opportunity Employer.

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $165wk.
Clerk Typist to $190wk.
Steno & Secy's to $12,600
Many other positions available. Most Fees paid by Employer
Employment Center Inc
569-1636

ACCOMPLISHED TYPIST with experience in Accounts Payable & General Bookkeeping required for Troy Chemical Co. located at 1361 W. Big Beaver. Ask for Mr. Carlson, 528-6030

ACCOUNTANTS & BOOKKEEPERS. Needed immediately for CPA offices, fee paid, call now
A Better Way 352-4320

ACCOUNTING clerical trainee. National Company has several training positions available in Southfield office for bright, ambitious individuals. Must have either 1 year of office experience or 2 years college level accounting credit. Outstanding growth opportunity. Convenient Northwestern Hwy location on small building with ample parking. For appt call 358-4460

ACCOUNTING
Inflation is forcing you to get a job. Boredom is forcing you to look for something to do. We can probably help you kill two birds with one stone. If you were to join us in our office, Southfield Executive Offices, not only would you get a competitive wage and good fringes, but also a membership to use any of our beautiful spas in the area. If you have some accounting experience, want to beat boredom and bring home extra money, call us at 642-4290 for an interview.
Silhouette/American Health Spas
30555 Southfield Rd.
Suite 400
Southfield, MI 48076

Miss Anne Accounting Clerk
Must have good Math skills, light typing, will train. Farmington Hills.
476-3535

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 Rolt, 28091 Dequindre, Madison Hts, Mi. 48071. Attn. Brenda Belcher.

Accounts Payable Clerk
Northwest area distributor 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, industrious 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

ACCOUNTS PAYABLE - Permanent position for individual who enjoys working with figures in a girl office, processing all payables, recording check registers, reconciling bank accounts, good typing skills, operate adding machine, good working conditions with excellent fringe benefits. Manufacturing job shop company located in Redford area. 255-5350

ACCOUNTS PAYABLE
Immediate opening for qualified person with some bookkeeping background. For Southfield based Corporation. Full time, excellent salary & fringe benefits.
569-0390

ACCOUNTS RECEIVABLE Clerk, full time, 8 am - 5pm. Must be experienced. RS Electronics, 34443 Schoolcraft, Livonia. 525-1155

Accounts Receivable Clerk
Needed for a good background in Receivables. Ability to organize is a must. Must know all functions of receivables thru balancing of statements. Novi area. 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 PO Box 2782 giving salary requirements, experience & other pertinent information
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150,

Administrative Assistant
Suburban sales office offers very interesting position with lots of client contact. General secretarial. Shorthand optional. $800 plus. Call now.
353-2090
SNELLING & SNELLING PERSONNEL

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - $7000 to $15,000. Full benefits. Call Mrs. Lynn - for Interacions Dating Club. Ask for Mr. Gray. 569-6222

BILLING CLERK - TYPIST
Must type 50WPM. Experience desirable. Steady work, liberal benefits. Perfection Heat Treating, 24200 Plymouth Rd., Redford. Plymouth Rd. - Telegraph Area. 538-4600.
An Equal Opportunity Employer

BILLING CLERK
FTD is seeking a Billing Clerk for our Special Services Division to handle purchasing requests from florists. Knowledge of office procedures, accurate typing and good figure aptitude required. If qualified, please contact Jean Kendall, Florists' Transworld Delivery Association, 355-9300, ext. 284

BIRMINGHAM LAW firm needs Legal Secretary. Steno abilities & typing. Salary commensurate with ability. Excellent working conditions. Please call Lynn: 645-1260

504 Help Wanted Office-Clerical

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

ARTISTIC INTERIORS OF LIVONIA
need typist to work in friendly office, must be accurate and enjoy working with figures. Call:
478-7770

A SECRETARY
To $13,000 per year.
Advance Employment Center
559-3710

ASSISTANT BOOKKEEPER, knowledge of payroll, accurate typist. Construction company in Southfield. Good pay & benefits. Call Mr. Myron 357-1771

ASSISTANT Department Manager Trainee. Basic office skills required. Salary based upon experience. Mayflower Moving & Storage, Livonia. 522-9220

ASSIST IN ACCOUNTING
FEE PAID. Your experienced Bookkeeping through trial-balance is needed by Southfield company. Plush office, great benefits are awaiting you! Hurry!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

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

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'l. Bank
OAKLAND
569-1700 ext 394
An Equal Opportunity Employer

BILLER
Must have system 32 experience on shipping and release portions for a manufacturing company. Typing and good aptitude for figures necessary for diversified paper work and switchboard operator back-up. Liberal employee benefits. Apply immediately.
S.M.C.
800 Junction, Plymouth
425-5600

BILLING CLERK. Marketing Services company travel division. Cost Posting, Invoicing, reconciling detailed supplier invoices. Accurate typing and filing skills. Birmingham. Mr. Cabrera.
645-0600 ext 21

BOOKKEEPER/CLERK
For Southfield CPA. Able to post through general ledger. Salary commensurate with experience. 559-5424

BOOKKEEPER - Experience preferred. Double entry. Small firm. Benefits Part-time, 20 to 30 hour week. Resumes: P.O. Box 5295, Northville, Mi. 48167.

BOOKKEEPER
Experience in Accounts Payable. Answering telephones helpful. Excellent benefits. Contact: Richard Spangler, G & G Trucks, W. 8 Mile, E. of Evergreen, Southfield. 444-8920

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 opening for full charge bookkeeper thru trial balance for established Livonia CPA firm. Familiar with pegboard system preferred. Full benefits. Salary commensurate with experience. For interview call 474-2090

BOOKKEEPER-TYPIST
Good opportunity in management, construction, architectural firm. 32 Hours a week. Experience & references required. Attractive starting salary & benefits. 10 Mile - Evergreen area. Call Sanbeem Company, 358-3230

504 Help Wanted Office-Clerical

Women: A Better Way To Find A Better Job
Highly acclaimed program designed for women who are re-entering the job market or who are seeking advancement. You will learn how and where to gain full or part-time employment.
FREE MINI-SEMINAR TUES., OCT. 23 CALL 352-4320 TO REGISTER
A BETTER WAY
The Employment Service Your Direction
4000 Town Center, Suite 1030
Southfield, Michigan 352-4320

504 Help Wanted Office-Clerical

BOOKKEEPER - Men's Clothing Store. Full-time. General Office, some bookkeeping experience. Northland Shopping Center. Call 5266. 559-5455

BOOKKEEPER/OFFICE MANAGER for 4 girl Southfield Laboratory. Billing experience helpful. Excellent benefits BC/BS, dental, perscription, life insurance, paid vacation. 358-4510

BOOKKEEPER - PART TIME?
Familiar with peg board system, accounts receivable, payroll & taxes. West Bloomfield area. Call Pat 6-6PM 851-6693

BOOKKEEPER. Experienced Bookkeeper for small construction company. Please call for interview appointment between 9am-5pm. 477-2208

Business Is So Good We Need More People
Secretaries
Typists
All Office Skills
Long & Short Term Assignments
CLOSE TO HOME
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 accounts payable, accurate typist. Computer voice. Experience helpful, but not necessary. Salary to commensurate with ability. Ask for Guy. 553-6313

CLERICAL - Mig Rep in Madison Hts needs Girl Friday to assist Salesman with order follow up, invoices, typing and must enjoy working with people over the phone, no shorthand, benefits. Call Kathy. 588-2300

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 competitive compensation program including many fringe benefits. If you would like to arrange for a confidential interview, call Tony Narowski. 967-0600
An Equal Opportunity Employer

CLERICAL - Part Time - 8am-12noon. Some office experience.
Hyrcel, Garden City
261-8030

CLERICAL PERSON - with some bookkeeping, for small but growing manufacturing company in Clawson, excellent working atmosphere for responsible person. Top benefits, salary $875 to $975, agency fee paid.

SECRETARY - with light legal background, no shorthand for prestigious Bloomfield law firm, salary $900 to $1000, benefits & fee paid.

PERSONNEL ASSISTANT - to do some bookkeeping and typing for nice Birmingham area company. Salary $750 to $800, fee paid.

SECRETARY - for Troy bank executive, good location, salary $825 to $850 plus nice benefits and fee paid.

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

CLERK
To assist in office work, light typing, assist in various accounting functions. Southfield/Farmington area. 353-8400

CLERK TYPIST
For general office, full time, Troy area, no shorthand required. Call Beverly, 588-1917

CLERK TYPIST
Southfield advertising agency will train bright person with good typing skills & phone manner. Plush new offices. Call Mrs. Wenz 352-3890

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

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

EXECUTIVE SECRETARY/ ADMIN. ASST.,
For Chief Executive Director of large Auto Racing Organization located in Bloomfield Hills. Min. 3 years secretarial exp. required with excellent typing & shorthand skills. Ability to take charge & work on your own; ability to operate TWX helpful. Some travel may be necessary. Salary open.
Call Anita, 647-4860

504 Help Wanted Office-Clerical

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 with this growing firm
oCall Ann Moore between 8 and 5PM 476-8400

CRT TRAINEE, day shift, 40 hour week, 50 wpm typing required. South field area. Call Monday thru Friday 9-4. 424-8770

DATA ENTRY, part time, Southfield area. Call Monday thru Friday 12-4PM 351-3742 experience. Call. 358-4460

DISTRICT MANAGERS secretary for busy sales office of large national company. Southfield area. Duties varied Typing 60wpm. Shorthand. Good benefits, excellent working conditions. Fee appointment. 557-9710
An Equal Opportunity Employer

DISTRICT SECRETARY POSITION
Available in Canton office of Family Service of Detroit and Wayne County. Excellent benefits. Please call for further information 453-3733
An Equal Opportunity Employer

ENTRY LEVEL
secretary for Southfield law office. Good typing required, no shorthand. 355-5555

EXCELLENT OPPORTUNITY for good typist. Work Mon. 2 to 8 PM. Tues thru Fri. 8 to 5:30. Hours somewhat flexible. Typewriter provided. Call 851-4456 (equal opportunity employer)

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

EXECUTIVE SECRETARY
Working for president of manufacturing firm located in Wayne. Fantastic opportunity for career minded individual. Must have good secretarial background, good typing, and shorthand skills. $260 per week. Apply immediately.
Somebody Sometime
272-8500

EXECUTIVE SECRETARY
required for Southfield firm. Typing, filing, phone duties. Call Mon thru Fri, 9am-5pm 424-8770

EXPERIENCED BOOKKEEPER for small construction company. Full time work required, on daily basis. Person will be bonded. Start immediately. Call 569-7717

EXPERIENCED executive secretary, bookkeeping skills preferred, salary open, small office in Bloomfield Hills. 851-6888

EXPERIENCED LEGAL Secretary. For small general Litigation Firm. Excellent skills needed. 557-4000

- 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 PERSON to provide all secretarial functions for a 5 man sales service office. Accuracy, versatility ability to work with minimum supervision are key attributes needed. Please call MTS Systems to arrange an interview. 645-9506

EXPERIENCED RECORD Keeper in Accounts Receivable & Statements. Dependable, light typing, small office, 4 days, call 569-1449

EXPERIENCED Secretary-Receptionist for growing Southfield Real Estate firm. Call Sharon between 8:30 - 5PM. 355-7187

EXPERIENCED secretary for part time position for leasing company in Southfield. 354-4642

FIGURE CLERK
Good mathematical, statistical or bookkeeping skills with attention to figures, 50 WPM, accurate typing. Will log to low to transcribing. $4.50 to $6.00 an hour. Company paid benefits. Call Amy. 967-0550
An Equal Opportunity Employer

FILE CLERK, at least 6 months filing experience required. Troy area. 644-6500

FILE CLERK-TYPIST
Full time for Southfield insurance agency. Contact Cindy 557-5800

FULL CHARGE BOOKKEEPER to work 6 AM. - 2 PM. Must have knowledge of Accounts Payable, Payroll, all taxes, and prepare journals for computer send out. 12 & Telegraph area. 647-1850

FULL OR FLEXITIME
Legal Secretary, memory typewriter, dictaphone, one year experience, Business & litigation practice. Must have good skills & experience. Salary open. After 6PM 644-4309

FULL or Part time help wanted for small office near Northwestern Hwy area. Must type and have a pleasant phone speaking voice. Apply between 9 am and 11 AM. Tues. Wed. and Thurs. Universal Weatherstrip 31568 Schoolcraft. An Equal Opportunity Employer

FULL TIME SECRETARY
Typing necessary
Southfield area
Call 569-1414

GENERAL OFFICE
Mature, reliable personnel needed. Receptionist, typist. Experience necessary. 644-9011

GENERAL OFFICE
Recent experience. Must be accurate typist. Must have experience helpful. References. Call for appointment. A.B. Kramer Co. 532-5350
An Equal Opportunity Employer

General Office Clerk
Does your family need supplemental income? If so, we have a position for you. Top benefits, competitive salary, and regular performance reviews. Apply by mail or call Martin for appointment at 642-4250.
Silhouette/American Health Spas
30555 Southfield Rd.
Suite 400
Southfield, MI 48076

GENERAL OFFICE - word processing trainee. Must type, this is a CETA position, must meet CETA requirements. Northville Twp. 348-9000

GENERAL OFFICE WORK
Experienced Typist
Full time, Southfield area.
Benefits. 424-8335

GENERAL OFFICE-full time, bookkeeping, invoicing, phones, typing, filing. Floor covering or home furnishing office background helpful but not necessary. Livonia area. Salary & benefits negotiable. Mr. Lee. 476-8350

GENERAL OFFICE
Property management company is seeking a dependable gal for typing, filing, posting rent, etc. Southfield area. Beautiful offices. Recent experience not necessary. 358-3777

LEGAL SECRETARY for downtown law firm. Real estate experience preferred. Good skills required, salary commensurate with ability and experience. Call Mr. Meyerson or Mr Galinsky 961-1063

504 Help Wanted Office-Clerical

GENERAL OFFICE
Solid growth company has opening in the customer services department. Some general office skills necessary. Will train right person. - Excellent fringe benefits. Salary & advancement commensurate with ability. Phone Ms Samp for interview. Confidentiality assured. John T. Harley Co. 22030 Industrial Park Drive, Farmington Hills Phone 477-1911

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.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

GENERAL OFFICE
Indoor tennis club, Bloomfield Hills, typing, bookkeeping, knowledge of tennis desireable. Mon. Wed. Friday from 10-3pm. Excellent hourly rate, call for appt.
332-9221

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

GIRL Friday needed immediately. Service organization has an immediate opening for an office girl to assume duties as a receptionist, typist and secretary. Qualified applicant must be excellent typist and be able to function without direct supervision. Interested applicants please send confidential resume to Box #772, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HOUSEWIVES IMMEDIATE OPENING
For Office Clerks, Marketing People, No Typing Necessary, day & evening shift, must be 18 and have transportation.
Apply Mon. thru Fri. 9-3
19500 Middlebelt, Suite 310E
Livonia, Mi.
478-1130
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

IDEAL FARMINGTON JOB
$160 PLUS Full Benefits
Your CRT experience & typing of 40-45 WPM's will get you this fantastic job. This company is in immediate need and pays our fee. Call for appointment.
Graebner Employment Service
565-3502

IF YOU'RE GOOD ...
You ought to be KELLY. We need SECRETARIES with shorthand, TYPISTS, KEYPUNCHERS, BOOKKEEPERS, CLERKS, and more. Keep your office skills from getting rusty and work on temporary assignments for KELLY SERVICES. We offer top assignments, top pay rates, merit increases, bonus referral plan and paid vacations! Apply now at the office nearest your home.
Not an Agency - Never a Fee
29449 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
993 W. Big Beaver
Suite 100, Troy
362-1180
23777 Greenfield
Suite 122, Southfield
424-9100
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

IMMEDIATE POSITION for cash receivables, bank experience helpful. Kingsley Inn. Call Dawn for appointment. 644-1400

INSIDE SALES
INDUSTRIAL DISTRIBUTOR
Excellent career opportunity for sharp person to handle inside sales, required mechanically inclined person with good phone personality & above average intelligence, experience in taking orders & office procedures required. $12,000.
399-5400

INSURANCE PERSON Experienced in commercial lines. Full or part time, flexible hours. Ask for Jan. 349-2000 474-1810

INTELLIGENT, reliable, personable young person who desires work as secretary/receptionist in insurance-related one-girl office. Excellent typist, light bookkeeping, some dictaphone. Full time position. Call Mr. Lawrence 968-5PM 358-5090

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

KEYLINER-TYPESETTER, experienced on compographic type setting equipment and keylining. Full or part time, days. Call for interview 437-6583

KEYPUNCH OPERATOR
FTD is looking for an individual with keypunch experience and/or school training. Experience on Entrex equipment desirable or we will train. If interested, contact Jean Kendall, Florists' Transworld Delivery Association, 355-9300, ext. 284

KEYPUNCH OPERATOR
Experienced. Full time, 9:30 AM-6 PM. Apply in person between 8:30 AM - 4 PM.
Multi-Elmac Co.
22700 Heslip Dr.
Novi, MI.

MORTGAGE COMPANY in Southfield is in need of a file clerk for our home owners insurance department. Must type at least 45 WPM. Insurance experience preferable. Call Beverly 355-5513

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY
For expanding Southfield Firm. Legal experience required. Benefits. Salary open 355-4141

LEGAL SECRETARY - salary commensurate, shorthand essential, experienced preferred, N.W. suburbs near a way. 526-9722

LEGAL SECRETARY with knowledge of personal injury & divorce. Troy law firm seeks person who can assume responsibility. Salary commensurate with experience 649-2828

LEGAL secretary, Southfield law firm, American Center. Excellent benefits, salary. Minimum legal experience 2 years. Pleasant surroundings 353-7550

LEGAL SECRETARY
Downtown Plymouth. Salary commensurate with experience & education. Typing, dictation skills. 455-9400

LEGAL SECRETARY
Full time, experienced, for law firm in Northville. Please call for interview appointment between 8am-3pm. 348-3992

LEGAL SECRETARY - one girl office. Tel-12 area. Excellent hours. Salary & attention fringe commensurate with ability & experience. 642-9406

LEGAL SECRETARY - small Southfield office, experienced expert typist Lois. 354-0302

LEGAL SECRETARY
Law firm in Canton area needs experienced secretary. Full or part time. Salary commensurate with experience. 459-3800

LEGAL SECRETARIES
Three attorneys on staff engaged in corporate, tax and estate activities. Time for boss. Must be very accurate. Good benefits. To $13,000.
BLOOMFIELD HILLS
Solid typing skills. Dictaphone experience needed. Probate and real estate practice. Bonus. Benefits. To $14,300.
RENAISSANCE CENTER
Twelve Attorneys. Corporate work. Very nice environment. Shorthand required. To $14,000
PERSONNEL AT LAW
3000 NORTH CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0050
Dearborn 336-3777
Renaissance Center 567-0142
Troy 849-2063

MARKETING ASST. wanted, duties include telephone, typing, filing, dictaphone, complete benefit program, $800 month, Troy area. 689-6200

LEGAL SECRETARY for 2 - attorney litigation - oriented office in Southfield. Salary open. Call 241-0018 evenings, persistently.

LEGAL SECRETARY, Growing Law firm, desires 2 qualified secretary's legal experience helpful, salary commensurate with ability, benefits. Redford. 255-7342

MORTGAGE LOAN TYPIST
SHIPPING CLERK
Southfield mortgage company seeks an aggressive & intelligent individual with accurate typing & good figure aptitude. Mortgage closing, title company, or real estate experience helpful. Call Mary Kay. 353-6700

NATIONAL Wholesale Book distributor has a challenging opening for the right person with Merrill Lynch, Bloomfield Hills. Experience necessary. Call Nancy 8:00AM-4PM. 647-3300
An Equal Opportunity Employer

SOUTHFIELD
Challenging 3 month assignment for international transportation company. Excellent skills rewarded by top pay. For immediate consideration call
Sea-Land 569-6844
Equal Opportunity Employer M/F

SALES SERVICE ASSISTANT - Farmington area company needs well organized, detailed oriented individual to work full time for the sales administration office. Knowledge of record keeping a plus. Excellent benefits for aside sales experience. Salary $200 week. Send resume etc 6752, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALESWORLD, the Nation's largest personnel employment service is looking for a secretary/receptionist to work in its Birmingham office. If you can type 40-50WPM and like dealing with a variety of professional people in attractive surroundings, please call John Chaplin. 647-7400

SECRETARIAL POSITION (30 Hours) Gr. Lr. Trade Real Estate Office. Typing required. Good phone manner. Call Mr. Mathers 261-0700

SECRETARIAL POSITION
Four Mornings
Southfield Insurance Agency
352-8940

SECRETARIES
LOOKING FOR A NEW CAREER? LARGE MANUFACTURING FIRM LOCATED IN FARMINGTON HAS SEVERAL OPENINGS FOR CAREER MINDED SECRETARIES. MUST BE MATURE INDIVIDUALS PREFERABLY WITH EXPERIENCE IN ENGINEERING AREA. GOOD TYPING & SHORTHAND REQUIRED. WILL ALSO BE MAKING TRAVEL ARRANGEMENTS FOR EXECUTIVES. TEMPORARY ASSIGMENT TO RESULT IN PERMANENT EMPLOYMENT IN WAYNE AREA.
$220 PER WEEK TO START.
Somebody Sometime
CALL 272-8500
For Appointment

SECRETARIES
Local corporation is looking for candidates with personal secretarial background who want to use their shorthand skills and enjoy working with figures. General typing at 60 wpm and some statistical typing are required along with shorthand of 80 wpm.
Call Personnel Department,
646-1000
Equal Opportunity Employer M/F/H

SECRETARY
(EDITORIAL DEPT.)
NW Detroit firm offers excellent pay & benefits. Must possess initiative & ability to meet deadlines. Requires 1 to 2 Yrs. Secretarial experience. Typing 60 WPM, excellent spelling and grammar skills. Knowledge of dictating equipment essential, shorthand helpful.
532-2600, Ext. 62

504 Help Wanted Office-Clerical

RECEPTIONIST/Telephone Console Operator. Experienced Switchboard Operator with adding machine and typing skills. Diversified duties in administration building. Excellent salary and benefits. Call Mrs. James, Birmingham Public Schools, 644-9300, ext. 246

RECEPTIONIST/typist. Excellent career opportunity for self starting individual who types 55wpm and has light bookkeeping exposure. Complete benefit package including BC/BS and dental plan. Salary commensurate with background & ability. Near Metro Airport call 946-5026 946-5200

RECEPTIONIST
Super front desk spot, offers prime client exposure, plus promotional opportunities galore. Light shorthand helps too Troy Firm offers $145-$200
call 649-4144
Your one boss pays our Fee.
HARRIET SORGE PERSONNEL

RECEPTIONIST FOR pleasant small Southfield law firm. Call typist 353-3606

RECEPTIONIST
For beauty salon in Farmington. Call between 9-5pm 476-4480

RECEPTIONIST - Switchboard operator, part time, Nights 5-9, Sun. 8-45 to 5 excellent benefits, West Bloomfield. 661-1006

RECEPTIONIST needed for growing company. Pleasant telephone voice & former experience required. Troy area 644-6200

RECEPTIONIST
required for Southfield firm. Typing, filing & misc duties. Call Mon thru Fri 9am-5pm. 424-8770

RECEPTIONIST
with some typing & filing
5 days, 40 hours Contact Mr. Ludwig, Birmingham 647-1414

RECEPTIONIST BILLER
Clinical lab in Southfield
Weekdays 9 AM-5 PM
Prior experience preferred 557-8080

RECEPTIONIST
Must have experience on Dimension System. Switchboard. Some typing $8640 yearly. Apply Canton Township. 1150 S. Canton Center Road, Canton

RECEPTIONIST/TYPIST
40 WPM accurately, 2 to 3 years office experience. Good salary and benefits Plymouth. Call for interview and resume. Northland area 559-7737

RECEPTIONIST/SALES SECRETARY. Typing 50 wpm, PBX desirable but not necessary. Full benefit package. Call Beryl 557-7300 478-6000
An Equal Opportunity Employer

RECEPTIONIST
JUNIOR SECRETARY
For fast growing computer service Bureau in Southfield. Excellent fringe benefits. Salary $700 per month. Call Pamela Smith 557-4604

RECEPTIONIST/TYPIST
The Hotel Pontchartrain is looking for a full time receptionist typist for our new Executive Office. Pleasant working conditions and atmosphere. Fringe benefits. Typing skills essential. Please apply in person to Kelly Stawarz, 2 Washington Blvd., 9AM - 5PM Monday through Friday.

RECEPTIONIST-EXPEDITOR needed by growing Livonia sales organization. Position created by increased advertisement. Applicants must have pleasant phone personality, good driving record and average typing speed, compensation package excellent, starting at $150 per week. Blue Cross, sick days, vacation and credit union plan. For confidential interview please call Mr. Nichols at 522-6300

RECEPTIONIST — secretary, typing 60 WPM, greet visitors and answer phones, $180, fee paid

SECRETARY - Birmingham firm, typing 65 WPM, lots of dictaphone, some bookkeeping experience. $12,00, fee paid

LOIS RAY PERSONNEL
559-0560