Help Wanted

502 Help Wanted Dental-Medical

LIVONIA DOCTORS OFFICE
Needs Medical Secretary. Experienced in all forms of insurance. Part time. 522-7178

LOOKING FOR MISS P.R.
Are you looking for part time work which could lead into 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 641-1172

LPN'S Full and Part time positions available on all shifts. Excellent benefits. Education reimbursement plan. No rotation. Contact Nursing Office 569-1500 ext. 319. Southfield Rehabilitation Center. 22401 Foster Winter Dr. 95Blue-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

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

MEDICAL ASSISTANT - Full time for Livonia Internist. Experienced preferred, but willing to train. Send Resume to: Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

MEDICAL ASSISTANT - Receptionist, Westland office. Excellent salary & benefits. Send resume to P.O. Box 2132, Livonia, 48150

MEDICAL BILLING RECEPTIONIST
Must have excellent background in all phases of insurance billing and peg board. Busy solo practice, Mon. - Fri., Redford area. Blue Cross and fringe benefits. Ask for Joan. 937-3330

MEDICAL RECEPTIONIST part time, experienced in peg-board, typing & insurance. Southfield area. 569-5247

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

MEDICAL RECEPTIONIST
Light typing, receptionist approx. 30 hours per week. Royal Oak area. 542-6400

MEDICAL RECEPTIONIST
Family practice office. Experienced only. Troy area. For appointment. Call 689-6038

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
Part time - three days
Experience preferred. Bloomfield Hills Call for interview 334-4535

502 Help Wanted Dental-Medical

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

MLT full time, ASCP registered for busy Southfield Dr's office, hematology, urinanalysis, HIA, experienced preferred, hrs. 9-6. Ask for Reg. 358-2763

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
100 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. Will train, good benefits. New starting rate. See Ms. Watkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

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 3.6 over minimum wage. Apply in person.
FRANKLIN MANOR
CONVALESCENT CENTER
28300 Franklin Rd., Southfield
352-7390

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
Monday-Friday 8-3pm, Monday thru Friday
University Nursing Home
28550 W. Five Mile
Livonia
427-8270

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

NURSING ATTENDANTS
positions available. Male & Female, afternoons or midnights, full or part time in service education provided. Apply in person, 9-4 PM., Mon. - Fri., Westland Convalescent Center, 36137 W. Warren, Westland.

502 Help Wanted Dental-Medical

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. 646-2550

ORDERLIES, full time, all shifts. On the job training. Pleasant working conditions, Bedford Villa Nursing Centre, Southfield. 557-2333

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

PHARMACY TECHNICIAN
Drug Wholesaler
12-8 pm Daily
546-3440

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

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

RECEPTIONIST, Medical Assistant, with billing & insurance experience for medical office. Schoolcraft, Southfield Rd. area. 837-6676

REWARDING POSITION available in pleasant Podiatry office. Must be experienced in all insurance billing with genuine regard for people a must. Wayne/Westland area. 721-2561

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'S are 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. LPNS $44 per shift. RNS $59 per shift.
WILLIAMSBURG Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN'S & LPN'S
Needed at:
Northville Regional Psychiatric Hospital
RN's- $17,309 and up
Based on experience
LPN's-$13,133 to $17,309
Michigan Civil Service benefits
Contact Mrs. Dixon at 349-1800 ext. 221
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
478-2590
Southfield Pontiac
569-2781 643-6970

RN's & LPN's
Positions available 7am-3pm, 3pm - 11pm & 4 pm-9pm.
Call Director of Nursing
Mrs D. Hall - 476-0550
Dorvin Convalescent Center
29270 Morlock, Livonia,
One block so of 8 mile on Middlebelt

RN'S TO $12/HR
LPN'S TO $9/HR
NURSE AIDES TO $4.50/HR
Can you commit yourself to the gentle, concerned care 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

SHARP Dental assistant needed for challenging progressive practice. C.D.A. and r & banded Dental office experience necessary.
Birmingham 642-1000

SOUTHFIELD surgeons looking for part time help. Typing, filing, medical terminology helpful. High school grad. Ask for Jan. 642-1415

502 Help Wanted Dental-Medical

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

$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.

$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

A BANK HIRING TRAINEES
Tellers to $163wk
Clerk Typist to $158wk.
Steno & Sec'y's to $12,200
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

ACCOUNTANT-C.P.A.
Or very-near Certification. Rapidly growing local C.P.A. Firm, varied practice, emphasis audited & review reports. Unlimited opportunity! 358-5700

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 in small building with ample parking. For appt call 358-4460

ACCOUNTING SECRETARY $11,500
Excellent opportunity for individual with secretarial skills to work in accounting department of major Southfield corporation. Hands on experience, typing, light shorthand, book keeping skills. Must be willing to work occasionally assist with general ledger work. Excellent promotional opportunities & full benefits with dental plan. Fee Paid. 525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

ACCOUNTS PAYABLE - Permanent position for individual who enjoys working with figures in 3 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 PAYABLE Clerk - experience on peg-board system. Must have good experience handling payables. Type 50 WPM. $225. Full benefits. Fee Paid. Beryl Personnel, 26661 Coolidge, Oak Park. 548-3055

ACCOUNTS PAYABLE CLERK
Needed for Buyers Controller's Staff, must have 1 year accounting. Hands on oriented and have excellent organizational skills, excellent benefits including FREE TUITION.
Please call Mrs. Turnbloom 927-1515
UNIVERSITY OF DETROIT
An Equal Opportunity Employer
/Affirmative Action Employer

Accounts Payable
Experienced, to assist in Accounting Department. Must be mature and have an aptitude for figures. Novi area. Call weekdays 10 AM to 12 Noon.
349-5000
ACCOUNTS PAYABLE CLERK
Will do computerized vouchers, daily balancing. One year experience in accounts payable. Computer experience helpful. Large casual office, good salary, excellent benefits. Company pays fee.
PERMANENT STAFF
Southfield 353-0505

ASSISTANT BOOKKEEPER, knowledge of payroll, accurate typist. Construction company in Southfield. Good pay & benefits. Call Mr. Myron 357-1725

ASSISTANT Dispatcher Trainee. Basic office skills required. Salary based upon experience. Mayflower Moving & Storage, Livonia. 522-9270

504 Help Wanted Office-Clerical

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - $7000 to $15,000. Full benefits. Flexible hours - for Interactions Dating Club. Ask for Mr. Gray. 569-4222

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 $13,500 per year.
Advance Employment Center
552-2710

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

ASSISTANT EXECUTIVE SECRETARY
FEE PAID. Can you back in work? This is your job! Must type 60 wpm., and take shorthand. Excellent benefits!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

AUTO DEALER NEEDS
Full-time Receptionist, Bookkeeper, Pleasant telephone personality and good figure aptitude required. Call Glen Briggs, 645-5930 or appointment.
FRED LAVERY PORSCHE + AUDI
499 S. HUNTER 645-5930

A WORD PROCESSOR SUBURBAN LEGAL FIRM
Will train an excellent typist in their word processing department. No legal experience necessary. $800 Plus. Fee paid. Call Judy
353-2090
SNELLING & SNELLING PERSONNEL

BEAT THE RUSH EXTRA MONEY FOR CHRISTMAS IMMEDIATE OPENING
For Office Clerks, Marketing People, No Typing Necessary, day & afternoon shift, must be 18 and have transportation.
Apply Mon, thru Fri. 9-3
19560 Middlebelt, Suite 310E
Livonia, Mi.
478-1130
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

BEGINNERS SPOT IN BIRMINGHAM
Rapid advancement and excellent benefits. Light typing, $7,100. FEE PAID. Call Dawn.
649-5900
Snelling & Snelling PERSONNEL

Beginner Typist
Major West suburban company will train bright, promotable person with good typing for entry level position in beautiful office. Good starting salary, full benefits, fast advancement and company pays our fee. Excellent opportunity for beginner. Call now for a personal interview
PERMANENT STAFF
LIVONIA 522-4210

BILLER
Must have typing, 2 yr 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 agent. Can Posting, Invoicing, reconciling detailed supplier invoices. Accurate typing and filing skills. Birmingham. Mr. Chavera 645-0500 ext 21

BILLING CLERK - TYPIST
Must type 50WMP. Experience desirable. Steady work, liberal benefits. Perfection Heat Treating, 31300 Plymouth Rd., Redford. Plymouth Rd. - Telegraph Area. 538-6600.
An Equal Opportunity Employer

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.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

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

BOOKKEEPER FC
For NW Suburbs. Must have good Full Charge experience and be able to do statements. Liaison with computer a plus. Fee paid. Starting salary $15,000.
Allis-Johnson Personnel
Quakertown Plaza, 32969 Hamilton
Farmington Hills 553-3100

504 Help Wanted Office-Clerical

BOOKKEEPER
GM auto parts company experience preferred. Excellent salary and benefits. Call Nick Grosso, Roger Peck Chevrolet, Farmington. 474-0500

BOOKKEEPER
Growing Birmingham advertising agency needs experienced capable bookkeeper. Responsibilities through trial balance, posting on NCR bookkeeping machine, and managing company benefits program. Agency experience desirable, but not necessary. Send resume or call for appointment. 645-6300
BACKE INC.
55 NORTH MAPLE
BIRMINGHAM, MICHIGAN 48011

- BOOKKEEPER
Mature experienced person for part time bookkeeping in professional office. 20 hours per week. Salary plus fringes. Some computer experience desirable. Potential for full time position. Ask for Diane. 334-8000

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

BOOKKEEPER/OFFICE MANAGER for 4 girl Southfield Laboratory. Billing experience helpful. Excellent benefits BC/BS, dental, perscription, life insurance, paid holidays. Salary commensurate with experience. 557-3220

BOOKKEEPER - PART TIME
Familiar with peg board system, accounts receivable, Payroll & taxes. West Bloomfield area. Call Part 4-6PM 851-6652

BOOKKEEPER PART TIME
For Southfield property management office in Northland area. Must have all around knowledge and understanding of Bookkeeping principles. Flexible days, pleasant surroundings.
Call Sylvia
569-5555

BOOKKEEPER: Responsibilities to include Accounts Payable, Invoice Costing and backup in other areas. Previous bookkeeping experience required. Please send resume & salary requirements to Box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
SECRETARY
$15,000
Major firm just moved main office to Livonia. Full charge Bookkeeping, typing, and dictaphone skills required for near future office management. Call Tina now.
SNELLING & SNELLING
478-3500

BOOKKEEPERS, full charge. Ledgers, sub-ledgers and trial balances experience required. Full time, complete benefits. Birmingham area. 644-4911

BOOKKEEPER
Small office in Northwest Southfield, has immediate opening for individual experienced in General Accounting, including Taxes & General Ledger, through Financial statements. Please mail resume with salary requirements to Controller, P.O. Box 2000, Southfield 29621 Northwestern Hwy. Southfield Mich. 48034.

BOOKKEEPERS - see our ad under office positions for great opportunities. Personnel Pool 478-8358

BOOKKEEPER-TYPIST
Good opportunity in management, construction, architectural firm. 31 Hours a week. Experience & references required. Attractive starting salary & benefits. 10 Mile - Evergreen area. Call Sanbrenn Company. 358-3330

BOOKKEEPER - WANTED
Experienced, full-charge bookkeeper thru Trial Balance & Financial Statements. Computer input & read-out experience preferred. Troy office 649-4500

BORED?
$12,000 FEE PAID
Sales office N. Suburbs seeks individual who likes variety. Phone contact, typing, ordering, bookkeeping. Call Dawn.
649-5900
Snelling & Snelling PERSONNEL

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

BUSY apartment complex office in Westland needs Clerical help to train as Assistant Bookkeeper. Must be intelligent, mature, accurate with numbers, have good typing, filing and telephone answering skills. Must be willing to work. Call 10AM to noon only. 358-0455

CAPABLE, mature secretary wanted to take full charge of small office. Real estate and/or home improvement background helpful. Salary commensurate with experience and ability. 525-0111

CLERICAL ASSISTANT
Young company is looking for a person to perform general clerical work, filing checking and balancing of computer reports, record keeping, some typing skills. Reasonable starting salary, fringes, Plymouth area. Phone for appointment. 455-1770

CLERICAL
Full or Part time. Light Typing, Posting, Typing, in Accounting Dept. Large Distributor of Major Corporation. Livonia Area. Call 522-5000.

CLERICAL - Mfg 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. 588-3300

CLERICAL - Southfield location. Seeking individuals with good typing skills & previous office experience for various clerical positions.
Call Paul Geyer. 355-9200

CLERK
To assist in office. Light typing, assist in various accounting functions. Southfield/Farmington area. 353-8100

CLERK
To handle accounts receivable-cash receipts on a mini computer-control payroll prepared by ADP. Southfield/Farmington area. Call 533-8400

CLERK TYPIST-Type 50-60WPM accurately. Insurance background helpful. File Clerk-service & mail room duties. Revolving light typing. Company relocating in Troy. Call Miss Vander-Voort for an interview. 559-8100

CLERK-TYPIST
$10,800
Prestigious national firm needs your typing and dictaphone abilities today for this lively spot. Big three benefits! Call Tina.
SNELLING & SNELLING
478-3500

504 Help Wanted Office-Clerical

CLERK TYPIST
An interesting and challenging opportunity can be yours at Digital, the leader in the Mini-computer industry.
This position requires an individual who possesses light typing skills, some knowledge of Bookkeeping-Accounting, general office procedures and the ability to work efficiently in a busy environment.
For an interview, please send a brief letter of experience to : Mary Beth Weaver of DIGITAL EQUIPMENT CORPORATION, 32995 Hamilton Court, Farmington Hills, Michigan 48018. We are an Equal Opportunity Employer M/F.
DIGITAL EQUIPMENT CORPORATION

CLERK TYPIST
Mortgage company in Southfield is seeking individuals with good typing skills and good math aptitude for positions in the Loan Administration and secretarial functions. Salaries commensurate with experience plus outstanding fringe benefits. For appointment, call Miss Fischer, 355-0500.
An Equal Opportunity Employer

CLERK TYPIST needed for Mortgage company in Southfield. Typing minimum 40 wpm. Call Beverly. 355-9515

CLERK-TYPIST
14 Mile-Crooks.
8 Mile-Telegraph
8 Mile - Greenfield
Min typing speed of 50 wpm accurately for general office duties. Basic math ability essential.
Apply in person. Mon. or Tues. between 9 and 3 PM.
14111 W. 8 Mile rd. between Southfield and Greenfield

CLERK TYPIST - 42 Weeks per year, 1 person office, experience preferred. Send resume to: Troy Adult Education, 4333 John R, Troy, Mi. 48084

CRT TRAINEE, day shift, 49 hour week, 50 wpm typing required. Southfield area. Call Monday thru Friday, 9-4. 559-2700

DATA ENTRY, part time, Southfield. Monday thru Wednesday 12-6PM. 37412 3742 experience. Call. 358-4400

DEARBORN
2 Firms sie for your abilities. Busy shorthand, strong typing & good figure aptitude earns start to $225. Call 562-8500. Your New Boss Joyce Our Fee.
Harriet Seger Personnel

DICTAPHONE typist with good vocabulary and grammar to prepare correspondence and pleadings for medium sized downtown Detroit law firm. Also general office duties including filing, typing forms and answering phone. No shorthand. Pleasant surroundings, good salary and benefits. Call Mr. Stuart Rice at 962-7770

DISTINCT SECRETARY POSITION
Available in Canton office of Family Service of Detroit and Wayne County. Excellent benefits. Please call for further information 833-3733
An Equal Opportunity Employer

EMPLOYMENT COUNSELOR
For rapidly expanding well established firm, previous experience preferred but will consider individual with proven sales background. Excellent 1st year salary potential, will negotiate commission rate & bonuses. No fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

ENTRY LEVEL
secretary for Southfield law office. Good typing required, no shorthand
552-9300

EXCELLENT OPPORTUNITY for good typist. Work Mon. 2 to 8 PM. Tues. thru Fri. 1 to 5:30. Hours somewhat flexible. Farmington Hills area. 851-4456 (equal opportunity employer)

EXCELLENT TRANSCRIBER
Needed on press 800 or 850 Line.
Afternoon shift, 5-9 pm
Good Pay, Good Benefits. 9-3
19500 Middlebelt, Suite 310
Livonia
478-1130
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

EXEC SECY
For top executive of international company located at corporate offices of NW suburb. Must have executive experience, ability to relate to others and good skills including shorthand. Excellent benefits, surroundings, etc. Starting salary to $15,000. Fee paid.
Allis-Johnson Personnel
Quakertown Plaza, 32969 Hamilton
Farmington Hills 553-3100

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

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

EXECUTIVE SECRETARY
Progressive Southfield firm looking for skilled individual to perform challenging secretarial duties. Position demands perfection and responsibility. Call for appointment 352-5229

EXECUTIVE SECRETARY
TO $14,400
World wide company offers an outstanding opportunity! Excellent benefits include dental. Suburban location. Hurry!
353-2090
SNELLING & SNELLING - PERSONNEL

EXECUTIVE SECRETARY
Major Farmington Hills company needs responsible person with excellent secretarial skills for administrative position in legal department. Generous starting salary to $15,000. Full benefits, beautiful offices, good advancement potential and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

EXPERIENCED BOOKKEEPER for men's apparel store. 20 hours per week required, on daily basis. Person will be bonded. Start immediately. Call 548-7777

EXPERIENCED executive secretary, bookkeeping skills preferred, salary open, small office in Bloomfield Hills. 851-4888

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

504 Help Wanted Office-Clerical

EXECUTIVE - Secretary, Farmington Hills, work with controller & finance manager, excellent typing, shorthand, dictating equipment and good previous experience. $11,000 with rapid increases, paid

ADMINISTRATIVE - Assistant, Southfield, excellent typing & shorthand, 5 years experience, knowledge of international business helpful, upward of $12,00, fee paid.

RECEPTIONIST - 60 WPM typing, good phone ability, beautiful Southfield company, $750, fee paid.

LOIS RAY PERSONNEL
559-0560

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 6 man sales service office. Accuracy, versatility ability to work with minimal supervision are key attributes needed. Please call MTS Systems to arrange an interview. 645-9540

EXPERIENCED Secretary-Receptionist for growing Southfield Real Estate firm. Call Sharon between 8:30 - 5PM. 355-1789

EXPERIENCED secretary for part time position for leasing company in Southfield. 354-6642

FALL INTO
Pleasant surroundings with suburban company. Accurate typing, various duties, fee paid $10,000 Call Lynn.
644-4600
SNELLING & SNELLING AGENCY

FIGURE CLERK
Good mathematical, statistical or bookkeeping skills and recent work references. 50 WPM. accurate typing. Willing to learn transcription typing. $4.00 to $5.74 an hour. Company paid benefits. Call Amy. 967-0500
An Equal Opportunity Employer

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

FILE CLERK - typing experience necessary. Potential advancement for adaptable office duties. Contact Bob Hight, 349-4800 -- 8-5PM. Michigan Tractor & Machinery Co., Novi, Mich - an Equal Opportunity Employer.

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

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. IT & Telegraph area. 647-1850

FULL TIME SECRETARY
Typing necessary
Southfield area
Call 569-1414

GENERAL OFFICE - word processing trained. Must type, this is a CETA position, must meet CETA requirements. Northwestern area. 348-9000

GENERAL OFFICE WORK
Experienced clerk-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. Excellent salary. Salary & benefits negotiable. Mr. Lee, 476-8360

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 - 28200 Beck Industrial Park Drive, Farmington Hills. Phone 477-1911

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 - shipping clerk, typing, file maintenance, Livonia location, call Roy Bowen at 591-3000

GENERAL OFFICE
Full time for Southfield public accounting firm. Must have adding machine experience. 358-5509

GENERAL OFFICE, full time. Will be trained on job, pleasant working conditions. Mon thru Fri. 8:30am-5pm, all benefits. Apply in person to Ms. Eagon, Tall Inc. 21275 Northwestern Hwy, corner of 13 Mile Rd, Suite 214.

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