# Help Wanted

## 502 Help Wanted Dental-Medical

DOCTORS RECEPTIONIST for Southfield Orthopedic office. Must have experience in medical office with thorough knowledge of Blue Cross, Medicare, Medicaid & pathward. Must be mature & responsible. Salary open. Monday thru Friday 559-2560

### EEG TECHNICIAN

Experienced part time position - afternoon shift. Approximately 24 hours per week Excellent salary and benefit program. For details contact:
Personnel Office
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Ext. 271, 421-3300
An Equal Opportunity Employer

EKG TECH. permanent, Mon thru Fri position doing mobile EKGS in Tri County area. Travel reimbursement 644-4134

EXPERIENCE in Venapuncture, injections, X-Ray, EKG. Full time including evenings & Saturdays Apply at 9460 Middlebelt, Livonia

HYGIENIST
Part Time
Cambo Area
313-208-9

LABORATORY ASSISTANTS
Full or part-time. Must have experience in blood drawing and experience in doing electrocardiograms. Apply to Physicians Clinical Laboratory
1 Research Dr., Ann Arbor, Mich

LPN OR MEDICAL ASSISTANT to assist Doctors in busy OB GYN office in Southfield. Must have office experience. Medical Assistant Lab required. UA, VP, and injections, etc. Benefits Please call Darlene, 569-5463 or 569-5462

— Medical RN'S —
Immediate Placement, All Shifts
Dependable Health Care
526-7085

### MATURE WOMAN
NURSING HOME
520 W. Main Street
Northville

MEDICAL ASSISTANT
Full time for ophthalmologist office, NW suburb. Must be able to draw EKG, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISANT for doctor's office, Rochester area. Experience required. Good pay, benefits. 651-2660

MEDICAL ASSISTANT. Experience preferred. EKG, vena puncture, some lab work. Call 9-4PM Monday thru Friday. 689-4038

MEDICAL ASSISTANT
Part time. Insurance Clerk for OB GYN office in W. Bloomfield Prefer recent experience in OB GYN. Accurate typing, handling of all types of insurance claims. Call Lynn 851-6070

MEDICAL ASSISTANT
With experience. X-ray, EKG, VP, light typing
647-7280

MEDICAL BILLER
For Rehab firm Monday-Friday, days. Knowledge of B C, MA, MC, necessary 644-4134

MEDICAL BILLER, busy Dermatologists office in Southfield. Experienced in Blue Shield, Medicare, Medicaid and private insurance billing. Ask for Betty. 557-1650

MEDICAL RECEPTIONIST, experienced, Livonia area, industrial clinic. Ask for Mrs Adams. 474-2910

MEDICAL RECEPTIONIST #145
For well established Livonia practice. Meet patients, make appointments, screen calls and pull charts for doctors. No previous experience required, type 40. Full benefits.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

MEDICAL SECRETARY
Mature, some experience. Will train. Transcribing insurance forms & phone. 569-5474

### MEDICAL TECHNOLOGIST
(M.T. or M.L.T.)
For Saturdays & Sundays, 2:30 PM-12 AM. Afternoon Differential 3 Weekends per month.
Call ask for Anna Stalmanis
531-6200 Ext. 325
An Equal Opportunity Employer

MEDICAL TECHNOLOGIST with recent bacteriology experience, part time, afternoon and weekends, private lab in Southfield 557-8080

### Mental Health Workers
For Midnight Shift, Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

### NURSE AIDES
DAY SHIFT
GOOD BENEFITS
WHISPERING WILLOW MANOR
Nursing Home
49650 W. Warren
Canton 459-7060

### NURSE AIDES
Mature persons for afternoons and midnights. Will train, good benefits. New starting rate. See Ms Hicks
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Jay Rd.
An Equal Opportunity Employer

### NURSE AIDS
Day & Midnight Shifts
Universal Care Crescent & Nursing Home
28550 Five Mile Rd., Livonia
522-0880

OCCUPATIONAL THERAPIST
Registered O.T. needed for long term facility in Westland area. Managerial skills helpful.
644-4134

OPTICAL DISPENSER
Mature, experienced. Some clerical duties. Full time. Oak Ophthalmologists office, Southfield.
557-1754

## 504 Help Wanted Office-Clerical

### PERSONNEL CLERK
Rapidly expanding national ink manufacturer (located near Schoolcraft and Telegraph), requires Personnel Clerk for it's corporate Personnel Department. Candidate should type 70 wpm, have excellent shorthand skills and enjoy working with people. Send resume, call 538-6800, ext. 10 for application or apply in person between 9 AM-4 PM.

Flint Ink CORPORATION
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

## 502 Help Wanted Dental-Medical

NURSE or medical assistant needed part time for doctor's office in Southfield. Venapuncture experience required 354-2606

### NURSE'S AIDES
FULL TIME
MIDNIGHT SHIFT
Apply in person:
Marycrest Manor
15975 Middlebelt, Livonia
427-9175

### NURSES AIDES
7-3 PM, and 3-11 PM. Start $3 an hour, benefits.
Apply in person.
Wishing Well Manor
520 W. Main St., Northville.

NURSING ATTENDANTS
Female preferred, 2pm, and afternoons. Full or part time. In-service education provided. Apply in person 54 PM. Mon - Fri. Westland Convalescent Center, 36137 W. Warren

### NURSING CO-ORDINATOR
Ideal position for individual with experience in Patient Care. License not necessary

For Appointment
Call 338-0345
Valley Care Center of Bloomfield Hills.

PART TIME and/or full time position to work on doctors office, located in Royal Oak. Knowledge of insurance billing & pegboard. 542-6400

PERSONABLE Individual needed for responsible Management position in Bloomfield Hills Dental Office. Dental or public relations experience helpful. Call 642-5024 or send resume to Box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICAL THERAPY AIDE to work in extended care facility. Excellent working conditions. Please apply in person. St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia 261-4800

PLYMOUTH, Dental chairside Asst. for Group Practice. Expanded duties. Experienced only need apply. Call 453-5070

POSITION AVAILABLE in Jan for an experienced receptionist to work in an outstanding Birmingham dental office. Must be personable, honest, conscientious & courteous. Mon. thru Fri. 8-5 Interview now 646-2511

PRIVATE LAB
Southfield Area. Evening position in processing department. Part Time Call Mon thru Fri 1 PM-3 PM. 557-8080

REGISTERED NURSE
Needed Part Time in W. Bloomfield Medical Office. Must be personable & enjoy working with children 851-5454

### Registered Nurse
with psychiatric experience desirable. Full time, Midnight Shift. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

### RN - LPN
FULL OR PART TIME
MIDNIGHT SHIFT
Pleasant working conditions. Apply
Middlebelt Nursing Center
14900 Middlebelt Rd., Livonia
425-4200

### RN-LPN
Full or part time, afternoons & midnights. Good starting salaries, and good hospital benefits. Modern facilities. Apply in person. See Mrs Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Jay Rd.
An Equal Opportunity Employer

RN - MILFORD AREA
Immediate Placement
338-7085

### 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
Bimlid/Pontiac 334-9220
Detroit/Sfld. 569-1950

### RNS & LPNS
Full or part time, Afternoon Shift. LPNS $4 per shift. RNS $50 per shift.
WILLIAMSBURG Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

### 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

X-RAY TECHNICIAN
Registered, 3 day per week.
Birmingham location.
647-4420

## 502 Help Wanted Dental-Medical

$40 PER HOUR
RNS needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No specially needed. Apply in person Mon-Fri 3pm. 16415 W. 8 Mile, just west of Lodge.

## 504 Help Wanted Office-Clerical

### BOOKKEEPER
Farmington Hills, pleasant working atmosphere. Must have experience with double-entry set of books & payroll taxes. Associates degree in accounting or equivalent experience necessary. Send resume & salary requirements to Box 946,
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

### A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $159wk.
Stenos & Secy's to $12,000
Many other positions available. Must Fees paid by Employer.
Employment Center Inc
569-1636

ACCOUNTANT, JR. - for CPA, part or full time. Bookkeeping experience & salary preferred. Send resume. Box 946, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANT - week for CPA. Must have some experience, steady position. Future assured. Send resume & salary desired Box 946, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK -
$700 per month. Super opportunity with prominent Southfield Manufacturer.
Snelling & Snelling
336-7400

ACCOUNTING CLERK
Two to three years experience with Accounting journals, ledgers, thru trial balance. Good salary. Good benefits with J.F. Bennett & Company Contact, Mark Partridge 476-8700

### 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 attractive Southfield executive offices, not only would you get a competitive wage and good fringes, but also a membership to use an any of our beautiful spas in the area. If you have some accounting experience, and want to beat boredom and bring home extra money, call us at 642-4700 for an interview.
Silhouette/American Health Spas
30555 Southfield Rd.
Southfield, MI 48076

### ACCOUNTING OPPORTUNITIES -CLERICAL
Southfield based mortgage corporation has following permanent positions available due to outstanding growth:
Construction Loan Accounting Clerk
Mortgage Loan Accounting Clerk
Accounts Payable Clerk
Experience is required for all positions. Highly competitive salary based on experience and skills which should include 40-50 wpm typing plus excellent mathematical aptitude. Benefit package includes tuition reimbursement. Call Ms. Fischer at 355-6500
An Equal Opportunity 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, experience preferred. Full time. Hochstein area 651-8121 Ex.29An Equal Opportunity Employer

ACCOUNTS RECEIVABLE-part time. Willing to learn bookkeeping machine. Apply at Great Lakes Wholesale Drugs, 11751 Levan Road, Livonia.

ACCOUNTS RECEIVABLE
$175
Rapidly expanding suburban corporation, handle invoicing and general ledger work. Full benefits, whole include tuition reimbursement for evening classes. Excellent advancement potential, raise in 90 days, employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

### Accounts Receivable Clerk
We are conducting an immediate search for an Accounts Receivable Clerk - freight claims who will be responsible for the timely filing, processing and answering correspondence on freight claims.

Requirements include at least a high school education and 2 years accounting experience with meaningful exposure to the freight business. The successful candidate will be a detail oriented self-starter, with good communications and organizational skills. Please apply at:
Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rds.)
West Bloomfield
An Equal Opportunity Employer

### Advancement Plus
Growing suburban Company seeks your secretarial and bookkeeping skills. Excellent opportunity for a dedicated person desiring advancement to Controller position. Fee Paid. Salary $13-$14 K.
CALL IMMEDIATELY!
PERMANENT STAFF
TROY
524-1750

AMBITIOUS, AGGRESSIVE Women wanted for 2 Openings as Receptionist, Clerical & Sales Counselor - $1000 to $15,000. Full benefits. Flexible hours - for Interactions Dating Club. Ask for Mr. Gray. 569-6225

ANSWER PHONE, mark samples. Fringes. Area Franklin, Michigan. 626-8825

ATTENTION
Full time clerk typists needed. Men & women. No experience necessary. Will train. Contact US Army Recruiting for appointment at 732-3388

AUDITING CLERK TRAINEE
Challenging entry level position for Southfield firm. Typing required. Excellent benefits with rapid advancement opportunities. No previous job experience necessary. Call 353-3089

BOOKKEEPER
For Southfield Advertising Agency. Diversified position in pleasant office atmosphere. Good typing skills necessary. Experience helpful. Excellent benefits. Call 358-4800, ext. 201

BOOKKEEPER
For a general contractor located in Southfield. Typing required. Call ask for Sue. Send resume & salary requirement to: Box #942, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 504 Help Wanted Office-Clerical

### AUTO BOOKKEEPER
To assist in dealership office. Must be familiar with all phases of automotive accounting. Experience only need apply. Good pay & benefits including FREE dental. See or call Louisa Wright for an appointment.
Lou LaRiche Chevrolet
40875 Plymouth Rd.
453-4600

AUTO dealer needs experienced person for accounts receivable bookkeeping. Good benefits and atmosphere. Call Avis Ford Inc. Southfield, ask for Sylvia 354-2000

FEMALE preferred with experience in automobile releases and scheduling productions shipments for Plastec company in Troy. Call 588-5120

AVAILABLE-TRAINING
SECRETARY TRAINING for residents of Oakland County with High School diplomas or equivalent currently unemployed or underemployed. This is an excellent opportunity to prepare for a rewarding career as a Secretary. This program is sponsored by Oakland County C.E.T.A. Equal employment opportunity. For more information call Ms Smith. 582-3991

### BEAT THE RUSH
EXTRA $$$$
FOR
CHRISTMAS
IMMEDIATE OPENING
For Office Clerks, Marketing People, No Typing necessary, salary & benefits. 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

### BE PAID TO THINK
Branch Manager needs Secretary who can use judgement, good typing and dictaphone. $915 to start. Call Nancy
644-4600
SNELLING & SNELLING AGENCY

BOOKKEEPER - Computer Input experience required. Prefer IBM S/34, payables, receivables, inventory. Nice office. Farmington Hills area. Good starting salary + fringes. Profit sharing plan. Mr. Van Cleave 478-1200

### BOOKKEEPER
Experienced Mature Individual to Handle Basic Bookkeeping, Payroll and Job Cost records for medium size sub-contractor. Salary Mid-Teens. Hospitalization, Vacation and Holidays.
All Replies will be held in strict confidence.
Reply Box 205
Garden City Mich., 48135

BOOKKEEPER
Experienced with payroll & sales taxes, financial statements. Work in a Southfield CPA office on several sets of books. Full time. 557-5257

BOOKKEEPER
Experienced through Trial Balance to work for Controller in Fast growing Computer Service Firm in Southfield. Diversified responsibilities include A/P, A/R, Purchasing, Personnel duties. Learn computerized input/output. Good salary + bonus. Pleasant environment and good fringe benefits.
Call Pamela Smith at 557-4404

BOOKKEEPER
Flexible hours, some experience required. Light typing & all phases of office work. Farmington. 474-1871

BOOKKEEPER - full charge, 2 years experience, 2 years college preferred, some cost accounting preferred. Full benefits 644-4911

BOOKKEEPER & GENERAL OFFICE
Thru Trial Balance for growing Construction firm. Must be familiar with peg board system. Salary commensurate with ability. Send resume to: "Bookkeeper & General Office", 29200 Vassar Ave, Suite 224, Livonia, MI 48152

BOOKKEEPER - RECEPTIONIST, full time, experienced. Plymouth area. Call for interview 453-5630

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, C/O TWI International, 29831 Northwestern Highway, Southfield, Mich. 48034.

BOOKKEEPER through Trial Balance. Typing required. Must have 2 years experience. Reliable. Mature. References. Salary open. Excellent working conditions and Benefits. Southfield Area.
Call Doris Forbes 557-1622

BRIGHT, SHARP PERSON with good clerical skills to train as legal secretary with large Southfield Law firm at American Center. Degree preferred. Mr. Bornstein. 355-5000

### BRIGHT WOMAN
With clerical skills & mathematical aptitude wanted for sales analysis, inventory control & inside order writing, Farmington Hills area.
Call Ron
478-1745

### CHANCE OF A LIFETIME
Are you a quick learner looking for a stepping stone into a future? Recognized Company needs your good typing and organizational skills. Pleasant atmosphere, rapid advancement and good benefits. Fee Paid. Call immediately!
PERMANENT STAFF
TROY
524-1750

CLERICAL
Opening for Physical Therapy Department in western suburban hospital. Mature attitude for receiving patients, answering phones, daily billing and appointments. Light typing. Full time, immediate opening. Excellent benefits. Call MRS. WEIL 353-0250

CLERICAL POSITION OPENING
For a sharp person
to take care of inventory control
Troy area. 649-1300

CLERICAL, RECEPTIONIST and General Office for tool company in Oak Park area, 8am-5pm.
543-9300, ext. 9 or 0

DISTRICT COURT
General Office/Secretarial
Position available at $3.89 per hour to start. Must be unemployed for the past 10 weeks, be resident of Oakland County and be a member of a family whose income does not exceed the low standard of living income level. 18 month temporary position. Contact Judge City Hall, 25600 Liberty St.
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

CLERK/Secretary - Brunswick Corp is looking for a bright, eager, clerk/secretary to perform many varied functions in a small regional office in Birmingham. Must type 50WPM minimum. Call Mr. Hosford between 9am-12noon & 2-4pm 538-7040
Equal Opportunity Employer M/F/H

CLERK TYPIST
Lafe Insurance Company located in Plymouth has openings for Clerk Typist, good typing skills & figure aptitude required. Excellent benefit package. Contact Mr. Love. 453-8500

CLERK TYPIST
Need excellent typing skills, experienced in general contractor's office procedures & files. Assist project manager with job matters & records. Salary open. For appointment 353-0983

### CLERK TYPISTS
Mortgage company in Southfield is taking individuals with good typing skills and good math aptitude for positions in the Loan Administration department. Salaries commensurate with experience plus outstanding fringe benefits. For appointment, call Mrs Fischer, 355-0500.
An Equal Opportunity Employer

### COLLECTOR
Immediate opening with mortgage banking company located in Birmingham. Excellent pay. We will train right person for the position. Please call Sharon for interview at
647-6600.

COMPUTER OPERATOR TRAINEE
No experience necessary. Candidate should be self-motivated, intelligent, with accurate typing & a desire to learn. Good salary & benefits. Southfield location Mr. Huff, 353-5310

COMPUTER OPERATOR - IBM S/34. Accts. Pay., Accts Rec., Inventory, etc. Must have strong bookkeeping experience. Nice office, Farmington Hills area. Good starting salary + fringes, profit & pension plans. Mr. Van Cleave 478-1200

### CRT OPERATOR
$10,000 A YEAR
Local nationally known firm needs your experience. General office skills land you this suburban career. Good benefits and employer pays our fee.
PERMANENT STAFF
TROY
524-1750

CUSTOMER SERVICE- Part time, temporary through April 15. National Mortgage Co. needs individual willing to assist professional clientelle with compute input. Must have tax preparation experience. Call Sandy, 459-4704

### DATA PROCESSING OPERATOR
Full responsibility for entering, balancing & preparing various small business computer systems. We need a self starter with experience in manufacturing data processing. Should be a fast accurate typist and thrive under pressure and deadlines. Company paid fringes. Send resume with salary history or telephone for an interview appt. Attn: M.L. Roy, Cox International, 21800 Greenfield, Detroit, Mich 48227. 313-838-5700
Equal Opportunity Employer M/F

### Deposit Clerk
Property Management Division of major Southfield real estate firm desires dependable individual for maintaining deposit control, processing daily bills and batching computer in-put. Salary plus benefits. Call
559-2000 ext 117

### 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. Permanent part time. Southfield area. Challenging position serving top executives. Call for appt. 557-2757

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Position demands perfection and responsibility. Call for more information. 353-3209

EXECUTIVE SECRETARY, with shorthand, who can be flexible in regard to working hours, for placement in executive offices in Southfield. Telegraph, S. of 13 Mile. Salary commensurate with ability. Call Crystal, 531-7850

EXECUTIVE SECRETARY - automotive manufacturer's rep. Shorthand, typing, bookkeeping. Southfield. Ask for Dolores 424-8200

EXECUTIVE SECRETARY
For Corporate President. Company located in Livonia. Applicant must be highly skilled on the telephone, typing minimum of 60 WPM accurately and be familiar with dictating equipment. Salary commensurate with experience. Send resume & salary requirement to Box 972, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

### EXECUTIVE SECRETARY
$10,400
A professional opportunity to work for the publication co-ordinator of an advertising firm in Troy. Type 70 wpm, shorthand 100 wpm. Get ahead now.
649-5900
Snelling & Snelling
PERSONNEL

### EXECUTIVE SECRETARY
To the president of a large real estate firm. Excellent typing and shorthand necessary. Make travel & luncheon arrangements. Phone contacts and greater responsibilities. Handling confidential matters. Recent secy background required. Company pays our fee. Call for personal interview.
PERMANENT STAFF
Southfield 353-0505

EXPERIENCED Legal Secretary, President of area, salary commensurate with ability. 353-4060

FIGURE TYPING
Terrific beginning opportunity available for typist with good statistical ability. Rapid advancement and growth potential. Full benefits and excellent conditions. Call 353-3209

GERMAN CLERK TYPIST
We are looking for a bi-lingual clerk for our International Division. You must be fluent in German and English, have a good Math aptitude and an excellent phone manner. If interested, contact Debbie Dungey.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, MI 48037.
355-9300, ext. 283

## 504 Help Wanted Office-Clerical

FRONT OFFICE - receptionist, for Farmington Hills company, experience in PBX plus light typing. Also needed part time board operator, salary $750 to $850, benefits and free parking.
LEARN LEGAL - Fantastic Troy law firm says you don't even need shorthand. Excellent salary and benefits. It does it. Salary $780 to start plus benefits and free paid.

SECRETARY - no shorthand for suburban ad agency. Position requires someone with initiative and organizational skills. Able to assume responsibility. Salary $800 plus excellent benefits & fee paid.

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

FULL CHARGE Bookkeeper wanted for Detroit based manufacturing company. Must be able to prepare monthly statements, comprehensive benefit package. Salary will commensurate with ability. 262-2200

FULL & PART TIME
Claim examiners needed. Must have experience in disability, health and dental. Southfield location. 569-9700

FULL TIME SECRETARY
Needed 9am-6pm Monday thru Friday, call Elite Properties of Michigan.
559-5890

GENERAL ACCOUNTING
Immediate opening for individual with progressive general office accounting experience, including receivables, payables, and billing. Must have typing and knowledge of 10 key adding machine and experience. Reply Box 982, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

GENERAL BOOKKEEPING
1-2 years minimum experience with some mortgage background helpful. Ability to handle figures and capable of getting along with others. Excellent starting salary and benefits. Call Mr Goldman for appointment. 557-7280

GENERAL OFFICE - 5 day week. Southfield office, pleasant surroundings. Must be good typist & have pleasant phone voice Call 559-8484

GENERAL OFFICE & typing to learn order desk in Southfield office. Pleasant surroundings. For appointment call 836-1000

GENERAL OFFICE- Experienced Only. Excellent starting wages & benefits. Accurate typing essential, some familiarity with simple bookkeeping helpful, 5 days per week, 8AM-5PM, interviewing, between 8AM-4PM. Artistan Plastic Inc., 12001 Greenfield 272-1840

GENERAL OFFICE
Mature Person. Pleasant Office. Fringes. Light Typing. Full time position. Livonia-Farmington area. 476-2160

GENERAL OFFICE girl wanted, part time for facility in Auburn Heights area. Good typing ability. Part time employment in near future. Reply to P.O. Box 668, Mt. Clemens, Mi 48043

GENERAL OFFICE for bookkeeping department to learn Burroughs L-3600 cash controls, processing daily bills and typist and able to use adding machine. Troy Area. Call for appointment.
362-0634

### GENERAL OFFICE
Person needed for typing, detail work, accounts receivable, filing. Must be willing to learn keypunch operation. Office located in Southfield. Call between 4 & 6 PM
355-2530

GIRL FOR GENERAL OFFICE
Willing to learn light Bookkeeping. Typing 40WPM. 8 AM-5 PM. Blue Cross. Pay Fringes. Ask for Pat. 937-8750

INSURANCE SECRETARY
Full-time. Good typing skills, experience preferred but not necessary. Farmington 474-6934

### JOBS!
FEE PAID. Salaries to $1500.
All suburban locations! Excellent opportunities. Call today!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

### KEYPUNCH OPERATORS
Excellent opportunity exists for an individual with 129 or Indisys Data Entry experience in Northville. We offer a good salary and a comprehensive employee benefit package. Please call Bob Merrick.
349-6200 Ext. 479
GUARDIAN INDUSTRIES
Northville
An Equal Opportunity Employer

LEGAL SECRETARY, experienced. Shorthand required, interest in Domestic Relations. Excellent salary & benefits. Southfield area. 353-0930

LEGAL SECRETARY
Experienced and well qualified Legal Secretary needed full time for small Birmingham office dealing in corporate and real estate law. Call 644-4433

LEGAL SECRETARY with experience in Civil Litigation for Bloomfield Hills law firm, excellent typing skills, no shorthand, salary commensurate with experience & ability. Fringe benefits. Call 858-2442

LEGAL SECRETARY - Typing & shorthand required. Law firm experience with good skills & initiative, salary commensurate with experience. Birmingham Firm. 645-1003

### LEGAL SECRETARIES
SOUTHFIELD Negligence & labor practice. Plenty of work. Recently required Congenial atmosphere. Benefits. Bonus. To $250 per week.

BLOOMFIELD HILLS. This 7-attorney practice has an excellent reputation. Domestic relations experience a "plus". Benefits. Bonus. To $250 per week.

RENAISSANCE CENTER. Beautiful work atmosphere. Heavy in medical malpractice. Litigation experience an asset. Benefits. Pension plan. To $250 per week.

SOUTHFIELD. If you can type 70 w.p.m. and use the dictaphone, this busy office will train you in legal. Great opportunity to break into the legal profession. To $180 per week.

Never a charge to you for our professional placement assistance.
PERSONNEL AT LAW
300 TOWN CENTER, SUITE 2000
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 336-3777
Renaissance Center 567-0143
Troy 649-3965

RECEPTIONIST, opportunity for personable greeter in formulist Good typist, earn $150 weekly in front desk area where your people interest counts, Call 541-8500.
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

## 504 Help Wanted Office-Clerical

LEGAL SECRETARY Experienced Prime location in Travelers Tower. General, Prime practice flexible hours Call Mr. Ambrose 356-7400

LEGAL Secretary for Southfield law firm. Must have previous experience in litigation. Salary commensurate with ability. Full benefit package Call 258-1650

### LEGAL SEC'Y TRAINEE
Prestigious West suburban legal firm will train friendly person with good typing for front-desk variety job in plush new office. Generous starting salary to $800 plus bonus and benefits, and company pays our fee. Excellent opportunity for bright beginner. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

LET'S TALK TURKEY
A prestigious company needs a SEcretary with good skills. Shorthand or stenophone a plus. Variety and room to grow. All Fees Company Paid.
Hoth Young
Personnel Service 559-3300

LIVONIA AREA Distributor is looking for experienced Typist, to handle invoicing, credits and general office work. Benefits. Call for appointment 525-1460

LUXURIOUS Franklin Racquet Club is now hiring for day receptionist. Part time positions are available. Apply in person, 29350 Northwestern Hwy South.

MATERIAL RECORD KEEPER. Pipe Valve & fitting company, experience helpful but will train. Immediate opening. Moving to Livonia area soon. Mrs. Bukus 869-0900

### MONEY FOR CHRISTMAS
If you have any OFFICE SKILLS
WITT
The Temporary Help People Need You.
NO FEE NO CONTRACT
TOP PAY
SUPER BONUS &
INCENTIVE PROGRAM
Please Call
569-7500
259-7788
525-0330
For more information and the office nearest you.

### Mortgage Closing Assistant
Career position involves assisting Mortgage Loan Officers with loan closings including Loan Document preparation and loan processing. Competent accurate typing and math aptitude essential. Related prior title company or bank mortgage operation experience preferred. Attractive compensation and top fringe benefit package. Apply in person. Personnel Rep. or call 857-5608 for interview appointment.
COMMUNITY NATIONAL BANK
30 N. Saginaw, Pontiac.
An Equal Opportunity Employer

NEEDED CLERK TYPIST
Life Insurance Company located in Plymouth has opening for Clerk Typist. Typing speed 45-55WPM required. Excellent benefit package. Contact Mr. Love. 453-8500

PART TIME experienced Bookkeeper
Local C.P.A. Firm has opening for Statistical Typist with Supervisor duties. Excellent benefits. Send resume to Box 445, Plymouth, Michigan 48170.

part-time
### CREDIT UNION ADMINISTRATOR
Responsible individual needed to work 10 to 15 hours per week. Will maintain Member's records, accept loan applications, post to General ledger, handle all phone inquiries.

Requires light typing, use of calculator and good communication skills.
Call Gail Brooks, 357-4800, Ext. 206
25800 Northwestern, Southfield, Mich
An Equal Opportunity Employer

PART TIME experienced Bookkeeper
Bookkeeper. Small company. Apply Master Carbide Co., 25501 Trolley Ind. Redford. 535-5454

PART-TIME TYPIST
Large firm in Troy area is currently adding to staff and needs Billing Typist for 3 to 9PM Shift. Must have former office experience & minimum typing skills of 45 WPM. Prior experience will be considered a Plus. We offer excellent wages & pleasant working conditions. Call - 935-7200, ext. 422 - between 1 & 3PM to schedule an appointment.

### PAYROLL CLERK
Field office of a national corporation desires an individual for payroll, billing and insurance claims. Applicant must be very good with figures, some typing, full time, immediate opening. Call Robin for interview
538-9090
An Equal Opportunity Employer

### Personnel Clerk
We are seeking a Personnel Clerk for our corporate office.

Primary responsibility will be performing the administrative functions for a number of employee benefit plans including claims processing. Minimum requirements include typing 60 WPM, above average clerical and numerical skills and preferably 2 years experience in the insurance-benefits-personnel areas:
Please apply at:
Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI 48033
An Equal Opportunity Employer

PSYCHOLOGICAL CLINIC
Needs receptionist/typist with good phone skills, full time. Long Lake - Telegraph area. Call 646-3500

RECENT HS grad interested in career opportunity in busy OB-GYN office. Willing to do rotation to SW Detroit office. Experience only. 474-6590

RECEPTIONIST - will train suitable applicant. Typing, pleasant phone personality. Southfield area. 557-1844

RECEPTIONIST For Medical Office. Good typing essential. 8am-5pm, Monday thru Friday. Excellent benefits and working conditions. 478-1733

RECEPTIONIST needed part time for Metro Troy office 10-3:30pm daily. Mature, conscientious attitude plus moderate typing skills, age no barrier. Call morning. 649-5600
An Equal Opportunity Employer

RECEPTIONIST - immediate opening for ambitious person, must have pleasant telephone manner, typing, filing also required, work in a great location with a growing company, benefits, apply between 1:30-3:30 pm, Mid-es Publ. Grand River-10 Mile, Farmington Industrial Park, 24847 Industrial Park Dr., Farmington, 474-0134

RECEPTIONIST for Beauty Salon, W. Bloomfield. Experienced only. 851-7688

RECEPTIONIST OPERATOR TYPIST
Southfield CPA firm. Immediate opening. Good salary & benefits
558-4411

RESPONSIBLE, CONSCIENTIOUS mature person to assume charge of client files for large Southfield law firm at American Center. Full time position involves changes in present system and other duties. Mr. Bornstein. 355-5000

## 504 Help Wanted Office-Clerical

RECEPTIONIST
Typing, filing, some bookkeeping Modern office in Troy.
643-8121

RECEPTIONIST - SECRETARY
Needed for one girl office in Troy. Mature & responsible. Light bookkeeping, some accurate typing 588-5533

### RECEPTIONIST
$180 PER WEEK
FEE PAID. Super location. Friendly company and much more.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

### RECEPTIONIST/ TYPIST
We are looking for an individual with a pleasant telephone manner and good typing skills. Responsibilities would include filing and other general office activities. Please send resume to:
P. O. Box 576
Farmington Hills, Mich. 48018

SALES SECRETARY
$800 per month. Major corporation needs individual for plush suburban office. Excellent benefits.
Snelling & Snelling
336-7400

### SAVE GAS
Work Close To Home
Interesting short and long assignments if you are adaptable.
TYPIST
SECRETARY
KEY PUNCHER
WIRE/PHOTOCESSOR
SWITCHBOARD OPERATOR
CALL
S.O.S.
FARMINGTON 477-9840
ROCHESTER 651-1500

### SECRETARIES
LOOKING FOR A NEW CAREER? LARGE MANUFACTURING FIRM LOCATED IN FARMINGTON HAS SEVERAL OPENINGS FOR CAREER 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 REQUIRED IN PERMANENT EMPLOYMENT IN WAYNE AREA.
$220 PER WEEK TO START.
Somebody Sometime
CALL 272-8500
For Appointment

### SECRETARIES
Several positions available for Southfield area if you have the following experience and skills 1-5 yrs. experience, 70-75 wpm, 90-100 shorthand, excellent phone personality, dictaphone, knowledge of typing & plus- $10-15,000 a year
ALL FEES PAID CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

### SECRETARIES
TYPISTS
RECEPTIONISTS
KEYPUNCHERS
BIG 3
EXCITING LOCATIONS
International Department of top Automobile Corporation needs your help for special projects. Interesting and challenging work for responsible people oriented persons. Call Mary Lee for this unusual and fun assignment.
524-1750
TEMPORARY STAFF TROY

### SECRETARIES
TYPISTS
Immediate Openings & Bonuses
DETROIT & SUBURBS
PERSONNEL POOL
NO FEE
LIVONIA
29200 Vassar
(1 Mile & Middlebelt)
478-8350

### SECRETARIES
TYPISTS
IMMEDIATE OPENINGS
Apply Mon. thru Fri. 9-3
19500 Middlebelt, Suite 417E
478-1130
25075 Woodward, Suite 305
543-1080
Renaissance Center
Tower 100, Rm. 1909
259-6511
2911 Pontiac Lake Rd. Pontiac
682-7700
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SOUTHFIELD Law Firm seeking receptionist. Secretary with typing skills. Salary commensurate with ability. Call Mary at 424-9296

SECRETARY/ADMINISTRATOR
Southfield office of major Computer Co. Typing & clerical skills required. Company benefit package including life & dental coverage. Advancement opportunity. Salary commensurate with ability & experience. Call Mr. Pagula
358-5465

SECRETARY
Advertising Agency in Southfield needs experienced Secretary with excellent shorthand & typing skills. 557-1414

### SECRETARY ADV