Help Wanted

502 Help Wanted Dental-Medical

NEEDED - Staff member with strong Dental background. Career position to compliment a perfect staff. Patient flow, payboard, insurance, management of dinitality personnel. Please call 559-3099

NURSE AIDS - to live in, 5 days per week, or 2 days relief, $42.50 each 24 hrs. plus room & board.
AMC Health Care I
Pontiac, 645-3400; Warren, 751-8780
Southfield, 569-2788Livonia, 478-2590

NURSES AIDES

No experience, up to $2.30 per hour to start. With acceptable experience, a guaranteed raise. This areas highest starting wages

Paid vacation
Blue Cross
Sick benefits
Plus a share in profits and more.

FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd
Westland, Mich

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

OFFICE MANAGER
Fine opening in the doctor office. Business and bookkeeping, and organizational background. Mature, experienced, in Medical office. Excellent salary, paid holidays, profit sharing.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINK
24 Hour Service To Hear About Our Most Current Openings 557-6958.

OPTOMETRIC ASSISTANT full time. Pleasant working environment. Westland area. Experience preferred. Call 425-7250

ORTHODONTIC Dental Receptionist, mature, well groomed receptionist, typing, billing & good telephone manner are required. Downtown Rochester. Send resume to po box #260, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME position available for medical billing. Experience preferred. Call for interview. Searle Optical Research, 352-0700

PHARMACY TECHNICIAN
All aspects of wholesale drug warehouse operation. Product knowledge essential. 546-3449

POSITION in Southfield for full time receptionist and also doctors assistant needed Call for interview 559-6090

RECEPTIONIST
Chiropractic Doctors receptionist wanted with good typed skills and peghoard experience. Livonia area. Call 261-2121

RECEPTIONIST needed for busy allergists office. No experience necessary. Farmington Hills area. 851-6655

RECEPTIONIST Secretary. Part or full time. Medical office. Good intelligent, good with numbers for West Bloomfield allergists' office.

RECEPTIONIST SECRETARY. Part time with eventual full time. Western suburbs. Send resume to box 303 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST. Responsible person for busy & progressive dental office located in Dearborn Heights area. Experienced in peg board preferred. Flexible hours, excellent benefits. Ask for Ann 271-6160

REGISTERED Medical Technologist. Birmingham area private allergy office. Radioimmunoassay, liquid chromatography plus routine hematologic immunologic techniques. Specialized training in all procedures provided. Excellent working conditions and hours. Competitive salary plus attractive fringe benefits. Phone Lynda Monday thru Thurs. for interview appointment. 646-3131

RN
FULL TIME DAYS
Mature RN needed with supervisory capabilities. Good wages and fringe benefits.
APPLY IN PERSON
WISHING WELL MANOR
520 W. Main
Northville

RN & LPN
Full or part time to function as Charge Nurses on the Afternoon shift. Excellent benefits, flexible hours. Contact Susan Heaston, RN at 728-6100 to join the Nursing staff at 1979 Fathfiy of The Year.

RN-LPN
Full or part time, afternoons & midnights. Good starting salaries, and good hospital benefits. Modern facilities. Apply in person. See Mrs. Hopson.

NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN or LPN
Young adult needed full time for busy dermatology clinic in Southfield. Experience helpful. Liberal fringe benefits. Position available immediately. Call 353-6887

RN (RELIEF Supervisor- Midnights. Med surgical experience required. Full & Part time staff positions also available on all shifts. Excellent benefits, tuition reimbursement, no rotation. Southfield Rehabilitation, 22401 Foster Winter Dr. 95Medical Greenfield Area. 569-1500 Ext 319.

RN'S - LPN'S
- ENJOY -
- YOUR FREEDOM
- YOUR FAMILY
- YOUR PROFESSION
- TOP WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
- Assignments
- Schedule
PART TIME/FULL TIME

MEDICAL PERSONNEL POOL
Bmfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RNS/LPNS
Full or part time, flexible scheduling, many benefits. Farmington Nursing Home, 30405 Folsom Rd. 477-7400

RN'S, LPN'S NURSES AIDES needed. Work your own schedule. Good pay and benefits Call 956-1661

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
Mon. Wed. Fri. 9-2
Southfield Pontiac
Mon. thru Fri. 9-3 Mon. Tue. Thurs. 9-3
569-2781 643-6970

502 Help Wanted Dental-Medical

RN with LaMaze teaching experience for 5 to 8 hrs. office work per week. Including some Sat., plus teaching rotation every 3 months. OB - GYN in Farmington Hills. 553-2870

WESTLAND CONVALESCENT CENTER - Health Facility of the Year.

Nursing attendants positions available. Male & female. All shifts, full or part time. In-service education provided. Apply in person, 9-4 PM., Mon. - Fri., Westland Convalescent Center, 36137 W. Warren, Westland.

$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.

2 HEAD NURSES
Challenging position available on a medical-surgical unit for a progressive dynamic individual. Previous medical-surgical experience required. A BSN would be helpful. 7am to 3:30pm shift. Excellent salary & fringe benefits.
Call personnel department
PONTIAC OSTEOPATHIC HOSPITAL
50 N. PERRY STREET
PONTIAC, MICH., 48058
338-7271, ext. 262

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $177wk.
Clerk Typist to $189wk.
Stenos & Secy's to $14,000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

A CAREER CHANGE
Many fine opportunities currently available in industry & legal fields. Office experience & typing skills required. Excellent salary & benefit package commensurate with ability.
Confidential referral.
Roth Young Personnel Service 559-3330

ACCOUNTING CLERK, typing, accounts payable, filing, challenging job with growing company. Oak Park area. 543-7613

ACCOUNTING CLERK
Experienced with excellent typing skills. Full or part time. For dynamic commercial interior design firm in Southfield. Ask for Mary Cox: 559-5560

ACCOUNTING CLERK - Troy, accounts payable & receivable experience, working with investment control, benefits plus tuition reimbursement. $10,400, fee paid.

PAYROLL CLERK - Southfield firm, experience in all phases, full benefits, $10,000, fee paid.

RECEPTIONIST - secretarty, Southfield, good, accurate typing, telephone & filing responsibilities, $600.

LOIS RAY PERSONNEL
559-0560

ACCOUNTS PAYABLE CLERK
Experience required. Enjoy interesting and challenging work with growing Company. Pleasant working conditions with good fringe benefits. Ideal location in Livonia. Call Terry 25-6090 Ext. 25. Call: 358-1191 for interview.

ACCOUNTS RECEIVABLE CLERK
For large insurance agency in Southfield, light typing required, insurance background preferred. Call Pam Rinaldi 353-5800

AD AGENCY
$9700
Top local firm looking for your typing and dictaphone skills to handle new accounts. Advancement happens quickly here. Plush new offices in prime area. Call Tina.
SNELLING & SNELLING
478-3500

ADMINISTRATIVE CLERK, Immediate opening in agency department of national company in Birmingham. Must be familiar with calculator and enjoy working with figures. Typing 45 WPM. Benefits. Call Maria at 645-6590
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Potential & Skill are the Prime concern of this President. Top area produce office has opening for President assistant. Excellent opportunity. Call 565-8900
Your New Boss Pays our fee.
HARRIET SORGE PERSONNEL

ADMINISTRATIVE SECRETARY
$10,400
Cheerful office, enough to keep you busy. EXP. PAID. Need typing, shorthand or dictaphone. Call Anni.
SNELLING & SNELLING
478-3500

ADMINISTRATIVE SECRETARY
Birmingham corp. is looking for a secretary with good typing, shorthand and experience. Starting range $12-$15,000 plus excellent benefits. Fee paid.
Permanent Staff
Birmingham 642-3050

Administrative Secretary
Word Processing
Architectural/Engineering firm located in Farmington Hills is seeking an experienced administrative secretary with word processing experience, successful applicant must have at least 5 years secretarial and 1 year word processing experience, excellent grammar skills with the ability to compose, proof read & edit. Training on our CPT 8000 system will be provided. Excellent salary & fringe benefits.
Hynes & Associates, Inc. 851-6500

ADMISTRATIVE ASSISTANT
to chairperson of University Science Department. College degree, administrative experience and science background preferred. Send resume, transcripts and three letters of recommendation before xJan 21, (1980 to Dr. Michael J. Schneider, Department of Natural Sciences, The University of Mich.Dearborn, Dearborn, Mich. 48128 A nondiscriminatory, An Equal Opportunity Employer
Affirmative Action Employer
employer.

ADVERTISING
EXECUTIVE SECRETARY
Outstanding suburban agency will pay the fee for your good typing and experience. No shorthand necessary. $16,000 minimum. This won't last
353-2090
SNELLING & SNELLING
PERSONNEL

ADVERTISING
2 yrs. experience in bookkeeping with a/p, a/r, billing, payroll, time studies, job costing & peg board. Advertising experience a definite plus, $10-13,000.
Fee Paid Position, Call Now
PLACEMENT PLUS
PERSONNEL 358-3250

ANSWERING SERVICE
SWITCHBOARD
Will train. Afternoon shift, 3-11pm. Southfield.
353-8006

ASSISTANT BOOKKEEPER
to work in small office. Must be willing to learn. Northwest suburb.
559-7870

504 Help Wanted Office-Clerical

ARTISTIC INTERIORS
of Livonia
is looking for accurate TYPIST to work in friendly office, must enjoy work with figures. 8 Mile and Merriman area.
478-7770

ASSISTANT bookkeeper, some experience necessary. Hours 8-4:30PM. Call Mrs Slagel After 1:30PM 626-9595

ASSISTANT TO
DISTRICT MANAGER
$715.Move up to the top of Troy Tower. Prestigious carpet firm has Public Relations position open for Secretary with personality plus. Super job opportunity.
649-5900
Snelling & Snelling
PERSONNEL

ASSIST IN service department for answering phone & add dispatcher, light typing. Southfield Farmington area. Call 353-8400

AUTO BOOKKEEPER
Experienced for payables, payroll & internal journals. Livonia location, call Office Mgr. 425-3311
O'Hara Datsun

BE A RESERVATION
AGENT
Excellent opportunity in suburban travel agency for accurate typist. Lots of phone contact and making reservations. Computer training. Good benefits including travel. This will not last! Call Judy immediately.
353-2090
SNELLING & SNELLING
PERSONNEL

BEGINNER
TYPIST
$7280
Plenty of contact here! Great beginning, light typing and filing. Suburban location. Call Bethe.
SNELLING & SNELLING
478-3500

BEGINNER
TYPIST
Major West suburban company will train bright, personable 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

Billing Clerk-
Patient Accounting
We have 2 full time positions for billing clerks with previous experience in a hospital or doctor's office. Experience with Blue Cross/Blue Shield, Commercial Insurance, and patient pay accounts required, along with good typing skills. Excellent salary and fringe benefit package with paid holidays, major medical and dental insurance. Apply Personnel Department, Administrative Services Bldg.
William Beaumont Hospital
560 W. 13 Mile Rd.
Royal Oak, MI 48072

BIRMINGHAM CPA FIRM needs full time general office help for typing, filing & misc. Must Type 55-60WPM. Experience preferred but not necessary. $650 to $750 per month plus parking. Call between 9am-5pm. 647-7550

BOOKEEPER
Typing & Billing experience in Blue Cross & Medicare preferred. W. Bloomfield Area. For interview Call 855-9450

BOOKKEEPER/CONTROLLER - Full-charge, computer bookkeeping system, payroll, for Insurance Agency.
Experienced Only - need apply.
Southfield 358-3650

BOOKKEEPER
Experienced. 5 day week. Flexible hours.
Call 963-0242

BOOKKEEPER
Full charge for multi company. Must be experienced. Excellent working conditions in Southfield. 559-1870

BOOKKEEPER
Full charge, experienced, needed by small manufacturing company in Rochester area. Send letter or resume to: Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
SECRETARY
New battery manufacturing company located in Detroit right off the Jeffries Freeway & Davison needs a sharp, intelligent individual with good telephone manners, able to type 50WPM. Duties will include billing, accounts receivable, inventory posting, and general office duties in a fast paced office. Previous experience is important, but good attitude and willingness to learn is essential and common sense a must. This job offers an excellent opportunity with good fringe benefits and salary in the $200 plus range. Please call for an interview:
933-7070

BOOKKEEPER thru Financial Statement wanted for Livonia CPA firm. Full time employment. Send resume to: "Bookkeeper", Suite 216, 29200 Vassar Ave. Livonia, Michigan, 48152.

BOOKKEEPER through trial balance. typing required, at least 7 years experience. Reliable, mature references. Salary open. Excellent working conditions Benefits. Southfield area. Call Mrs. Forbes 557-1622

BOOKKEEPER/TYPIST
for busy 1 girl office. Southfield/8 Mile area. Benefits.
569-8233

BOOKKEEPER. Experienced in payables, receivables, general accounting. Accurate typing, computer experience helpful. Excellent salary and benefits. Send resume to: R. Bowden, 6755 Telegraph Rd., Birmingham, MI 48010.

CASHIER/FLOOR ASSISTANT
Hours 9:30-5:30. No evenings or Sundays.
953-0242

DOWNTOWN BIRMINGHAM advertising agency requires an outgoing individual to handle a variety of duties at the front desk. Duties include greeting clients, typing & light bookkeeping. The ability to work without supervision would be a real asset. Call Stockwell-Marcuse Advertising. 647-6060

EXECUTIVE SECRETARY. Experienced Mature and able to work without direct supervision, must be aggressive and willing to take administrative level responsibilities. High degree of proficiency in following job skills a must. Typing, Grammar, Dictation, Telephone contact. Real Estate Development Company, Southfield location. Excellent Fully Paid Company benefits. Insurance, Vacation, Profitsharing. Salary Negotiable. Mrs. Hegg 569-4800

EXECUTIVE SECRETARY
Southfield advertising agency has immediate opening for executive secretary. Must type 70WPM. Shorthand desirable. Experience working for a large group of people. Must be available to work overtime and able to work well with others. Good company benefits. Please call Holly.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Change Your Style
FOR 1980
And Make Your New Year Resolutions Pay Off.
Work Temporarily For
Witt
The Temporary Help People
All Office Personnel Needed
SECRETARIES
TYPIST
CLERKS
SWITCHBOARD OPRS
Give yourself a break and call:
525-0330
569-7500
259-7788
For more information, ask about our Bonus and Gold Card Discount Program.

CIGAR STAND-Room clerk. Salary plus attractive benefit package. Call Jim Stedman. 963-9200

CLERICAL, diversified duties, typing included. Responsible and dependable person. Good benefits. Farmington area. 478-4400

CLERICAL - Fox Photo accepting applications for receptionist, good phone voice, light typing, apply between 8:30am-5pm, 775 David, Plymouth.
An Equal Opportunity Employer

CLERICAL, full time. Accuracy, sense of order, typing & general office skills important. Assist in publishing information to members. Pleasant working conditions in Bloomfield Hills office. Ask for Karen. 646-8322

CLERK TYPIST for busy Livonia tawfirm, accurate typist, some experience helpful but not necessary. Will train. Call Chris 525-0120

CLERK/TYPIST - Oak Park area. Begin mid February. TWA experience preferred. Full benefits. Call Mel Monte Sales Co. for appointment. 968-1111
An Equal Opportunity Employer

CLERK TYPIST
Transamerica Insurance Group needs a Clerk Typist to perform general clerical duties in our claims dept. Good benefits & working conditions. Please call CAROL SELLECK at 353-3500 for an application
An Equal Opportunity Employer

CLIENT
CONTACT!
FEE PAID. Ideal situation for the career motivated individual who enjoys phone contact! Super suburban location!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-4717

CUSTOMER SERVICE
Beautiful suburban office will pay the fee for your expertise in handling problems. Good typing necessary. $700 to start plus excellent benefits. Call Joanne Headley.
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE SECRETARY $15,000
For large rapidly expanding suburban corporation offering complete benefits which include paid 1 week Christmas break plus standard vacation plan. Full dental and life insurance coverage. Ability to work with little supervision, book flight arrangements and manage travel limo service, type 65, some shorthand. Employer paid fee.
555-7878
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE SECRETARY
To $14,500
Fortune 100 company seeks an individual with good organizational skills to prepare financial reports, make travel arrangements, and act as a liaison between plant location. Great location and benefits which include, medical, dental, COLA, tuition reimbursement and Christmas week off. Good typing and shorthand skills a must. Reply in confidence to Jackie Edginton.
AMERICAN
PERSONNEL
879-2414

EXPERIENCED full charge bookkeeper need only apply. 915-10 Mile area. Send resume to Box 250, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED legal secretary for 1 girl office in American Center Building. Excellent working conditions. Salary commensurate with ability & experience. Call 352-8670

EXPERIENCED legal secretary for large, prestigious law firm located in Southfield, excellent typing skills, shorthand, dictation equipment & bookkeeping a must, present resume upon interview, ask for Cathy 355-9100

EXPERIENCED SECRETARY
Good typing & shorthand, salary commensurate with experience, Livonia Area Good Benefits. 425-8600

EXPERIENCED "TAKE-CHARGE" Bookkeeper to supervise Hotel Bookkeeping office. Computer experience desired. Salary commensurate with experience. Send Resume to: Holiday Inn of Southfield, 26555 Telegraph Rd., Southfield, Mi. 48034.

FILE
CLERK
FEE PAID. Friendly company will train eager self-starter!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-4717

FILE CLERK
Immediate need for File Clerk. Experience preferred. Excellent salary, fringe benefits. Pleasant working conditions. Please call Personnel Director, Firemen's Fund Insurance Co. 557-5700
Equal Opportunity Employer M/F

FILE CLERK
Mature, responsible person for growing Troy C.P.A. firm. Pleasant working conditions and good benefits. Call Ms. Harris 649-2510

FULL TIME
IMMEDIATE OPENING
Accounting Clerk Typist
High School graduate with accurate Clerical and Typing skills wanted. We will train for the position. Please call Sharon for interview.
647-8600

FULL-TIME Secretary. Must be reliable and office oriented. Typing a must. Ask for Chuck Ware. ELITE PROPERTIES. 851-8900

GENERAL OFFICE WORK, 18-30 years old preferred. Clerk typing 30wpm, ask for Michele. 694-6364

GENERAL OFFICE work, full or part time. Must be good typist. Eight Mile/Evergreen area. 537-8888

GENERAL OFFICE
Typing, light bookkeeping. Bright, good personality. Southfield.
557-2144

GENERAL OFFICE work in Credit department. Accuracy with figures required. Also typing. 5 day, 40 hour week. Apply in person. Slater Wallcovering, 13225 Merriman Rd. Livonia.

GENERAL OFFICE Telephone Receptionist. Well paid career for unusually capable person. Must work rapidly, type 60 WPM, be non- smoker and have excellent memory. 9 Mile- Greenfield area. 547-0137

504 Help Wanted Office-Clerical

GENERAL OFFICE
Property management and brokage company. Typing, bookkeeping and general office. Flexible hours to suit you. Town Center Bldg in Southfield. Call for interview. 352-8555

GENERAL OFFICE
Applicant must possess aptitude for 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.

GENERAL SECRETARY
$10,400
Beautiful downtown Troy location is looking for Secretary with shorthand and typing skills. Excellent hours and benefits. Call Mark.
649-5900
Snelling & Snelling
PERSONNEL

GENERAL CLERICAL person full time. Merrill Lynch, Bloom Hills. Some typing necessary. Prefer neat well kept appearance. Call Tom Desmond 647-3300
10-4PM.

HAPPY
NEW YEAR!
Start the New Year out with an exciting temporary job. We have many exciting temporary office positions in Southfield, Livonia, Detroit areas. Positions available for typists, secretaries & clerks. Apply now and start your temporary job tomorrow.
Somebody
Sometime
Southfield 272-8500
Madison Heights 545-1700
Livonia 525-5170
Dearborn 565-3500

HERE IT IS!
$10,400
In the beautiful Red Cen large law firm needs your Paid parking, great opportunity. Call Debbie
SNELLING & SNELLING
478-3500

IMMEDIATE full time position available for receptionist, 6 Mile-Beech Daly area. Good typing skills essential. Call Mr. Ferguson 538-5585

Immediate Openings
SECRETARIES
TYPISTS
Must be 18 & have transportation. Also phone work in Southfield area available.
Apply Mon. thru Fri. 9-3
19500 Middlebelt, Suite 310E
Livonia, MI
478-1130
26075 Woodward, Suite 205
Huntington Woods
543-1080
Renaissance Center
Tower 100, Room 1509
259-6511
2511 Pontiac Lake Road
Pontiac
682-7700
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

INSURANCE AGENCY property & casualty. Typing and commercial account experience. Growing Southfield agency. 358-3650

INSURANCE AGENCY MANAGER, property & casualty. Technical experience in commercial accounts and renewals. Growing Southfield agency. 358-2650

INSURANCE OFFICE
Receptionist-Typist. No experience necessary. Must be a fast learner. Call Mrs. Denenfeld for appointment. 532-6565

INSURANCE
SECRETARY
Major Livonia company will train friendly person with good typing for word processing in marketing department. Excellent opportunity for some important new skill. Good starting salary, full benefits, very generous sick and company pays our fee. Call now for a personal interview.
Permanent Staff
Livonia 522-4210

INVENTORY CONTROL PERSON
For retail chain located in Town Center Building in Southfield. Experience desirable. Fully paid Blue Cross and profit-sharing. Please call 358-1191

JR TYPIST $155. Starts today in friendly Southfield Service firm. Rosemary Ford Employment 644-8818

KELLY
TOPS
IN
TEMPS
KELLY SERVICES is tops in the temporary help field. We offer - top pay rates, top assignments, merit increases, paid vacation and bonus referral plan. We need BOOKKEEPERS, SECRETARIES, TYPISTS, CLERKS, and more for top Temporary assignments. If you're tops too - come in and apply at the office nearest your home.

Not an Agency - Never a Fee
29449 W. 8 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

KEYPUNCH
Fisher Building Area
IBM equipment preferred. Salary $4-$5 per hour depending on experience. Full paid benefits including Dental. Fee Paid.
BETTY HAMIL PERSONNEL
424-8470

KEYPUNCH OPERATOR for Farmington area company. Afternoon 4 to 11 PM. Minimum 6 months current working experience required on IBM 5496/139 or Decision Data 9510. Hourly rate commensurate with ability and experience. Will be trained in computer operations. Call Mr. Feehan for appointment at 478-4700

KEYPUNCHer excellent typist. Flexible part time evening hours, no experience necessary. 644-2824

LEARN LEGAL! - good typing required, but no shorthand. Work for attorneys at outstanding Bloomfield law firm. You will work in beautiful offices for $12,000 plus full benefits & agency fee paid.

RECEPTIONIST - secretary for Troy design studio. Diversified duties, salary $10,500. Fee paid.

GENERAL OFFICE - person, for small Birmingham marketing company. Very pleasant working conditions, salary $750. Fee paid.

OFFICE MGR. - for publisher in Birmingham, good skills required for fast paced office. Salary $12,000 plus top 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

LEGAL
CLERK
Start your year and career in a large firm with room for advancement. Must type 55WPM and use dictaphone to type legal documents and correspondance. Will schedule appointments for depositions and answer phone. $8500 to start, raise in 3 months with benefits. Company pays our fee. Call now.
Permanent Staff
Southfield 353-0505

LEGAL SECRETARY
For suburban Redford office. Salary commensurate with experience. Full time position. 255-4720

LEGAL SECRETARY.
Who can assume substantial responsibility wanted for small Birmingham office. 644-1433

LEGAL SECRETARY wanted for Southfield law firm. Shorthand not required. Shorthand helpful but not necessary. One year legal experience.
559-4210

LEGAL SECRETARY
Southfield area
352-6910

LEGAL SECRETARY- all skills, concentration, good phone, for town center office. Southfield. 358-4105

LEGAL SECRETARY- Southfield, minimum 3 years domestic relations experience, shorthand 100 WPM, typing 65 WPM. 353-6690

LEGAL SECRETARY
80 wpm requirement. Birmingham Law Office. Will train. For appointment call 642-5070

LEGAL SECRETARY
Divorce and Comp. experience preferred. Salary commensurate with experience. Call. 644-2213

LEGAL SECRETARY wanted for Bloomfield Hills law firm salary commensurate with experience, Mag experience desirable. 644-6970

LEGAL SECRETARY - Southfield Area. Personal Injury firm. Excellent typing - legal experience preferred. Call Joyce 353-7575

LEGAL SECRETARY - Minimum 2 years experience. Birmingham area. Excellent working conditions & benefit Salary based on experience & ability. Applicants must be accurate & industrious. Call CAROL SELLECK at 353-3500 for an application.
An Equal Opportunity Employer

LEGAL SECRETARY, for sr. partner in growing Southfield law firm, experience or interest in real estate desirable. Substantial salary in accordance with experience and position. 353-0932

LEGAL SECRETARY
Young, aggressive Bloomfield Hills Management Labor Law Firm seeks well organized Secretary with top skills for top pay. 358-8700

LEGAL SECRETARY for downtown negligence defense firm. Good typing, no shorthand. Minimum 2 years legal required. Pleasant private office across from Ren Cen. Salary based on experience. Fee Paid. 963-5180

LEGAL SECRETARY
TRAINEE
Excellent opportunity to get into challenging field. A large firm needs good organizer with typing skills. Advancement and variety. Great benefits. Hurry! $950 up. Call Kathy now!
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARIES
Permanent & temporary jobs are available for candidates with legal experience. The positions are located with private law firms and industry throughout the tri-county area. Permanent part time and temporary assignments are available immediately. Never a fee to you for our professional placement assistance. Isn't it time you called Personnel at Law, the place where specialists in the legal profession? Start your new year in a position you enjoy.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2540
SOUTHFIELD, MICH. 48075
Southfield 358-0400
Dearborn 532-3140
Renaissance Center 567-0141
Troy 649-2042

LIVONIA!
FEE PAID. Super opportunity to work for nationwide firm. Good typing and the ability to work with people are the key!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-4717

MATURE FEMALE wanted for general office position. Must have previous office experience and type 45 WPM. Excellent benefits. Applications accepted Wed., January 9, 8am-5pm. 101 Industrial Drive, Plymouth. 453-8890

MATURE SECRETARY - part time. Legal or real estate experience desirable but not necessary. Telegraph Rd. near 13 Mile. Mr. Cooper 645-8300

OFFICE GIRL, pleasant phone voice, light typing, experience helpful but not necessary, $150 week. Northwest Detroit. 838-5150

OFFICE GIRL with bookkeeping experience and general assignments. Mon. thru Fri. Novi Lee arena. 349-9180

PART TIME clerical, typing, filing, phone work, flexible hours, Southfield area. 569-5936-57

504 Help Wanted Office-Clerical

OFFICE
ASSISTANT
Unload and shelve equipment and supplies, typing, filing plus various miscellaneous duties. 9 Mile & Lahser area.
353-2300
Equal Opportunity Employer M/F

OFFICE
CLERK
Immediate opening with national firm offers terrific benefits, nice location, plus fee paid. $700 Call quick on this! Ann. 353-2090
SNELLING & SNELLING
PERSONNEL

PART TIME-GENERAL OFFICE
Sales office in Oak Park has opening for part time receptionist-typist. You should have pleasant phone voice, be well organized, type 55-60 WPM & have some previous experience. If you have 4 hrs per day & meet these requirements please call Mr. Hoese at 542-5050

A PEOPLE
PERSON?
$8400 A YEAR
This is the job for you! Plenty of variety. Fee paid for 1 year office experience and typing. Call Anni today!
SNELLING & SNELLING
478-3500

PERSONNEL ASSISTANT
(Lathrup Village)
Some college sociology or psychology, over 21 and car required.
559-8575 UNITED PERSONNEL

POLICY TYPIST
Transamerica Insurance Group needs a typist who can type 60 - 65 wpm with accuracy. Please contact
CAROL SELLECK at 353-3500
for an application.
An Equal Opportunity Employer

POSITION OPEN for a combination File Clerk & Data Entry Clerk.
Applicant must be proficient on a 10 key calculator. Please send resume to Midwest COM Systems, Suite 243, 16250 Northland Dr., Southfield, Michigan, 48075. Attention. Joyce Corry.

RECEPTIONIST, mature, for Farmington Hills Beauty Salon. Some experience. 851-3590

RECEPTIONIST
Light typing
Birmingham law office.
642-5074

RECEPTIONIST - SEC' #750. Bright & personable Ms to welcome callers in plush Southfield professional suite! Romeary Ford Employment Service, 424-8616

RECEPTIONIST
Suburban ad agency has immediate opening for bright, outgoing person with pleasant telephone manner. Light typing required. Excellent working conditions and fringe benefits. Call between 8AM-3PM. 967-1313

RECEPTIONIST - TYPIST, Clawson firm has position open now - handle telephone, typing, file and generate splitsheet. Full benefits. Bonus program, salary commensurate with experience. Send resume to box #258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TELEPHONE CONSOLE OPERATOR. Experienced switchboard operator with adding machine and typing skills. Diversified duties in Administration Department. Good pay and excellent fringes. Call Mrs. Janos, Birmingham Public Schools, 644-9300, ext. 246.

RECEPTIONIST
People must be your forte'! Terrific chance to handle screening duties for growing Personnel Department. Outgoing personality and good spoken voice must for bright typist, $550-$750 Start depends on you
Call 649-4144
Your New Boss pays our fee
HARRIET SORGE PERSONNEL

RECEPTIONIST
FRONT DESK
Livonia company is seeking a front desk receptionist to greet and meet incoming people. Light typing helpful. Company will train the right person. $700 per month. Fee paid.
GRAEBNER
EMPLOYMENT SERVICE
565-3502

RECORDS CLERK
Transamerica Insurance group needs a clerk in our records department of our Southfield branch office. Regular duties will include pulling, filing, & sorting policy files fed various other duties. Good working conditions & benefit Salary based on experience & ability. Applicants must be accurate & industrious. Call CAROL SELLECK at 353-3500 for an application.
An Equal Opportunity Employer

RESPONSIBLE PERSON needed to work part-time & weekends.
553-3001

SALES ASSISTANT
Entry level position with one of the largest industrial distributors in the nation. Clerical and phone skills preferred but will train the right person. Benefits and profit sharing. Call Steve Maritan 525-1800

SALES SECRETARY
For Novi area firm. Good typing and math skills required. John Eckstrom, 349-7600

SECRETARIAL
Sales assistant position for an ambitious person with Merrill-Lynch in Bloomfield Hills. A chance to grow for an experienced individual. Call Nancy 9am-5pm at 647-3300

SECRETARIES
Do you have Christmas bills to pay? Do you have a "dream"item to buy? Don't worry! Call us!
Shorthand or transcription plus typing skills are needed.
TOP SKILLS EARN TOP $
17142 Farmington Road, Livonia
522-4210
TEMPORARY
STAFF

SECRETARIES
TYPISTS
RECEPTIONISTS
FIGURE CLERKS
1980 brings sunshine, bills, inflation and taxes. Utilize the sunshine and eliminate the other 3. Registering for a temporary job is a good start. We have many top companies that need your assistance. Call Marcia Morgan for more information and a personal interview.
642-3050
Temporary Staff

SECRETARY, Auto Manufacturing firm. Shorthand & typing. Benefits. Call Delores 424-8200

SECRETARY
BOOKKEEPER
Southfield manufacturers rep needs a bright, aggressive person with good typing and shorthand or 80WPM. Phone work involved and posting to ledger with accounts payable/receivable. Variety position, benefits and company pays our fee. Call now.
Permanent Staff
Southfield 353-0505

504 Help Wanted Office-Clerical

SECRETARY, Branch sales office. Excellent company benefits, good typing skills necessary. Telephone 255-1500

SECRETARY -
Challenging opportunity for experienced secretary. Typing 60-75 WPM. Shorthand 80. For further information contact Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 Mile & Farmington Rd.

SECRETARY
computer consultant firm has immediate opening for an experienced individual who enjoys include typing, dictaphone and oral/written communications. The candidate should be personable and possess organizational skills and initiative. Salary commensurate with experience. Excellent benefits Send resume to: call Deborah Hall, Cor Inc., 30400 Telegraph Rd., Bingham Farms, 48010. 642-2900

SECRETARY
District Sales Office in Livonia is seeking experienced secretretary with typing 65wpm minimum. Excellent benefits: medical, dental, stock plan
476-4870

SECRETARY
Entry level $600 a month plus Southfield company has an opening for an entry level secretary with a minimum of 1 year experience. Typing 55WPM and shorthand of 90WPM will get you this position.
GRAEBNER
EMPLOYMENT SERVICE
565-3502

SECRETARY experience required with accounting-bookkeeping skills or to learn. Pleasant working conditions & fringes. Southfield area. 557-0440

SECRETARY for active company.must have good typing skills, phone manner & work experience, benefits, 5 days per week. Royal Oak area. 576-1812

SECRETARY
For Southfield law office. Good typing skills, legal experience helpful.
353-4940

SECRETARY
For Main Street office, Plymouth. Typing. Reception, Dictaphone. Call 459-9530

SECRETARY - for 1 girl office, typing, shorthand, filing, phone answering, pleasant working conditions, benefits. N.W. Detroit section 273-2550

SECRETARY - Farmington Hills office with 60 wpm, good English skills, experience in insurance & employee benefits helpful but not necessary, pleasant work invironment, call for appointment. 478-9900

SECRETARY
FULL time general office duties. Plymouth-Canton area. 455-6000

SECRETARY, full time in charge of front desk for Medical firm. Phone work, typing, some shorthand. Good pay, fringe benefits. West Bloomfield area. Call between 5 and 7 PM, 851-6693

SECRETARY - FULL TIME
Office in Birmingham needs competent person to work with computer. Accurate typing and filing skills required to bill medical insurance. Will train. Send resume to P.O. Box 183, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY -
Telephone, light typing & filing; some reception. Attitude & potential more important than experience. Rapidly growing Computer Sales & Service Co. Troy area. 362-4884

504 Help Wanted Office-Clerical

SECRETARY
Full time permanent position in Law office located in Prudential Town Center. Must be intelligent, dependable and personable with excellent typing and secretarial skills. Shorthand required. Legal and/or real estate background very helpful but not required. Immediate opening. Call 352-1945

SECRETARY-Girl Friday wanted to start immediately in Southfield one secretary insurance office. Accurate typing & pleasant telephone personality essential. Hours Mon. thru Fri. 9-5. Salary open. Benefits provided. Call for appointment. 352-4116

SECRETARY/GIRL FRIDAY
1 girl office in Southfield. Good typing and shorthand, excellent growth opportunity. Call 353-1662

SECRETARY
Large machine tool company located in Troy has immediate opening for a mature, experienced secretary in the financial department. Applicants must have excellent secretarial skills typing 65wpm, shorthand 80-100wpm, and proficient in use of calculator), financial/accounting experience and general office procedure experience. The position offers excellent salary and company paid benefits. For confidential consideration contact
Personnel Department
LaSalle Machine Tool Inc.
999 W. Big Beaver Road
Suite 700 (7th Floor)
Troy, Michigan,