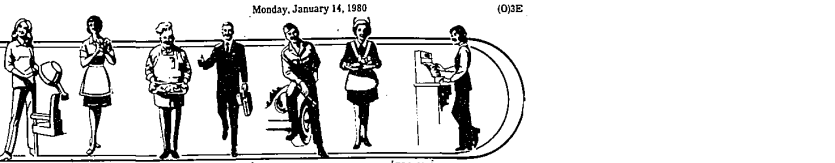
Help Wanted



502 Help Wanted Dental-Medical

LPN

3-11 PM, with supervisory duties. Small basic nursing home. Good wages and benefits. Apply in person.
WISHING WELL MANOR
520 W. Main St.
Northville

MEDICAL ASSISTANT
Experience necessary. 4½ days a week. Southfield/13 Mile area. 642-3005

MEDICAL ASSISTANT, full time, Southfield Internist, office experience, vena puncture, EKG, X-ray, lab. 549-6421

MEDICAL ASSISTANT
Part time for internist office in Southfield. EKG & Venapuncture, billing 569-5218

MEDICAL ASSISTANT
Troy area. Must enjoy working with children, full time. Salary based on experience. Call 828-5012

MEDICAL ASSISTANT, part time, Livonia doctor office. 261-3290

MEDICAL ASSISTANT Wanted
Venapuncture
EKG
261-0630

MEDICAL ASSISTANT

Friendly suburban office!
Light experience
TOWN & COUNTRY
EMPLOYMENT CENTER
Med. Dental Div 474-1717

MEDICAL RECEPTIONIST-101 full time experienced pediatrics, board-insurance must, benefits plus. 358-7744

MEDICAL RECEPTIONIST
Part time 3-7 PM., Troy area. Pediatric office. Clerical skills required. Salary based on experience. Call 828-5012

MEDICAL RECORDS CLERK, full time position. Record experience helpful. Prefer those in need of transportation between Troy and Fraser. Contact Carol 362-1700
An Equal Opportunity Employer

MEDICAL SECRETARY - for OB/GYN office. Accurate typing - necessary, knowledge of medical forms. Pleasant environment. Call Lynn 851-6610

MEDICAL SECRETARY for Troy plastic surgeon's office. Experienced in billing, typing. Part time to full time in 4 months. 28 hrs. a week. 649-5950

MEDICAL SECRETARY needed in Pediatric office, located at 10 Mile and Grand River, Farmington Hills. Call between 6 PM and 10 PM at 477-1029

MEDICAL TECHNOLOGIST

Our small suburban hospital has an immediate opening for a Medical Technologist on our day shift from 11AM-7:30PM. Selected applicant must have an MT ASCP and be able to rotate in all areas including Blood Bank. We offer an excellent salary with a fully paid benefit package. For more information, call Personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

MEDICAL TECHNOLOGISTS

Our clinical pathology department has immediate openings for full time and part time positions for medical technologists to work on the afternoon and midnight shifts. MT (ASCP) or equivalent required. Must be familiar with all areas of a clinical laboratory. We offer an excellent salary and fringe benefit package including major medical and dental insurance. Apply: Personnel Department, Administrative Services Building
William Beaumont Hospital
3601 West 13 Mile Rd.
Royal Oak, Michigan 48072
An Equal Opportunity Employer

Mental Health Workers

Masters preferred
Afternoon & midnight shifts
ARDMORE ACRES HOSPITAL
19810 Farmington, Livonia
474-3500

MLT ASCP registered for busy doctors office in Southfield. Part time and cover for vacations. Hematology, urinalysis, chemistry experience. Call Meg at 358-2745

MLT - ASCP. Full-time for busy doctor's office in Southfield. Monday thru Friday, 9 AM-6 PM. Hematology, Urinalysis, Bacteriology & RIA experience preferred. Ask for Meg. 358-2743

NURSE AIDS - to live in, 5 days per week, on 2 days relief, $42.50 each 24 hrs plus room & board.
AMC Health Care I
Pontiac, 643-6970 Warren, 751-8780
Southfield, 569-2781Livonia, 478-2590

NURSE or Medical Technician needed to work part time in Southfield Doctor's office. 354-2600

NURSES AIDES, all 3 shifts, apply in person 10 AM to 3 PM, Livonia Nursing Center, 28910 Plymouth Rd, Livonia.

NURSES AIDES

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

OPERATING ROOM NURSE
Wanted for plastic surgeon in Troy area. To assist in surgery and in office care of patients. Will pay top salary for qualified individual. Call 362-9910

OPTOMETRIC
Assistant/Receptionist
Full time, experience preferred.
Drs. Adler & Lipson. 477-8500

ORTHODONTIC CHAIRSIDE Assistant
Modern, progressive orthodontic practice in Birmingham. Experience required. 647-0696

ORTHODONTIC LAB - prefers person experienced in models, crowning & finishing. Art ability essential. Will train. Hours flexible. Apply in writing to box #234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME
Medical Receptionist
Sat. 1-6PM, experience necessary
459-3255

PART-TIME Medical Assistant. Over 18. Experience not necessary, but able to accept responsibilities.
Call 335-4705

PART TIME Optometric Receptionist-Dispenser. Experienced. W. Bloomfield Area. 851-0610

PART TIME PEDIATRIC Phone Receptionist available for days & midnight hours. Call and ask for Mrs. Ward 477-0451

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

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. 9-2
569-2781 643-6970
O & E

502 Help Wanted Dental-Medical

PHYSICAL THERAPY DIRECTOR

St. Mary's Hospital of Saginaw, a progressive and expanding 235 bed trauma oriented acute care general hospital, seeks an administrative oriented Director of PHYSICAL THERAPY. Responsibilities shell include: directing, planning and management of an active department rendering therapeutic treatment procedures to orthopedic, cardiologic, burn, medical and neurological patients. Applicants must possess or be eligible for Michigan licensure. Excellent benefit program, salary commensurate with experience. Resil resume or call collect: Personnel Manager,
ST. MARY'S HOSPITAL
830 S. Jefferson Ave.
Saginaw, Michigan 48601
517-754-2411 ext 233
An Equal Opportunity Employer

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

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

RECEPTIONIST WANTED. Northwest Detroit dental office. Experienced only. Part time, flexible hours Call between 9AM-5PM for interview. 255-3550

RECEPTIONIST
For modern dental practice, Westland area. Full time. Excellent benefits. Call 422-5550

RECEPTIONIST - Part time. Oral Surgery office, Birmingham area. Experience preferred. Call between 8 AM-5 PM. 647-7336

RECEPTIONIST for busy Birmingham dental practice. Experienced on telephone, pegboard, insurance and patient flow. Pay commensurate with ability. Fringes. No Saturdays. Great opportunity for organized, neat individual. Call after 2 644-8520

RECEPTIONIST
For professional office. Southfield Great clients, answer phone, typing and clerical duties. Must be neat, enjoy working with public in a small office. Good salary, benefits

DENTAL RECEPTIONIST ASSISTANT - Two excellent positions open in NW dental office. Assistant - experience in four-handed office. X-rays, etc.

RECEPTIONIST - Patient contact, insurance, and typing experience necessary. Salaries to $10,000.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings 557-6968

RN DIRECTOR OF NURSING. For modern 100 bed nursing home. Must be familiar with Medicare, Medicaid Blue Cross. Apply Cambridge Centre South, 18200 W. 13 Mile rd. Birmingham.

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

Exciting opportunities exist at B.G.H.
We have:
·Total patient care with all licensed personnel.
·No shift rotation
·2 weeks vacation after 1st year of employment, 3 weeks after 2nd year.
AND MORE.
Contact: Human Resources Dept.
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600
Equal Opportunity Employer M/F

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 Joy Rd.
An Equal Opportunity Employer

RN - LPN

Midnight and afternoon shifts. Full or part time. Apply
Middlebelt
Nursing Center
14900 Middlebelt Rd.
Livonia

RN - LPN
PART TIME

Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN NEEDED for part time help with paralysed man in Westland area. For information call 522-5431

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

RN'S - LPN'S.
All shifts, full or part time. Paid Blue Cross, meals, other benefits. Redford Villa, Southfield. 557-3333

RN
The most rewarding Nursing there is!

Not only do you have week-ends, holidays, and evenings free, you experience the tremendous satisfaction of helping to change lives for the better in this unique specialty field. Our nationally recognized program delivers high quality care to over weight individuals through one to one counseling and nutritional guidance. Experience the satisfaction of working in a delightfully positive clinic setting. If you are energetic, people oriented and like the idea of working week-days only, call and learn more about us. Call Geri, 967-1703

WEIGHT LOSS CLINIC

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

502 Help Wanted Dental-Medical

SURGICAL ASSISTANT or dental assistant in oral-maxillofacial surgery, experienced only, for oral surgeon in Plymouth area. Full time or part time. For interviews call 455-0710

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, 3-4 PM, Mon. - Fri., Westland Convalescent Center, 36137 W. Warren, Westland

X-RAY TECHNICIAN
For Orthopaedist office in Rochester, approximately 20 hours per week, no evenings or weekends. Please reply to P. O. Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

YOUNG WOMAN with transportation as all around assistant for Podiatrist for Birmingham or Northland offices 3 day week, must be quick to learn, energetic and able to relate to people. Typing skills desirable. Send resume to Box 284, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

$10 PER HOUR
RN'S needed for special project in Farmington. Full or part time. Starting immediately. Regular nursing. No specially needed. Apply in person 9am-5pm, 18415 W. 8 Mile, just west of Lodge.

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $177wk.
Clerk Typist to $189wk.
Stenos & Sec'ys to $14,600
Many other positions available. Most Fees paid by Employer
Employment Center
Inc
569-1636

ACCOUNTING and SECRETARIAL experienced preferred to assist Controller of a large, dynamic architectural/engineering firm moving to a new building in a preferred Troy location. This is an exceptional opportunity for the person with the ability and desire to succeed in the performance of varied and interesting duties. Contact Mr. Hendrick 755-4484

ACCOUNTING CLERK

In this new position you will be responsible for processing and balancing payables and commission reports. You should be accurate with numbers with any experience in Bookkeeping being a plus. We offer a complete fringe benefit package, and competitive salary. To investigate this position, call Bob Merrick.
319-6700, Ext. 479
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville
An Equal Opportunity Employer

ACCOUNTING CLERK
$10,400

Light Bookkeeping skills along with data/phone experience can land you in this plush office today. Optical! Dental! Call Tina
SNELLING & SNELLING
478-3500

ACCOUNTS PAYABLE

FEE PAID. Excellent opportunity with rapidly growing firm! Salary $200 plus per week! Pegboard a must!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

ACCOUNTS RECEIVABLE CLERK
Figure aptitude and typing skills necessary. Excellent chance to work in dynamic college atmosphere. Troy area. 689-8181
An Equal Opportunity Employer

AD AGENCY
RECEPTIONIST

Exciting position in interesting field Suburban firm needs sunny smile and good typing. Brand new office complex. $137. Hurry! Call Kathy now!
353-2090
SNELLING & SNELLING
PERSONNEL

ADD $$$ FOR 1980
Immediate Openings

SECRETARIES
TYPISTS

Must be 18 & have transportation
Apply Mon. thru Fri. 9-3
19550 Middlebelt, Suite 310E
Livonia, MI
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
Renaissance Center
Tower 100, Room 1909
259-6511
2911 Pontiac Lake Road
Pontiac
682-7700
NO FEE

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

AMBITIOUS aggressive women wanted for 3 openings as a receptionist, clerical, and sales counselor, $7,000 to $15,000. Full benefits, flexible hours. Interactions Dating Club. Call Mr. Gray 559-6222

ASS'T OFFICE MANAGER

Experience & skills required in bookkeeping, supervision & telephone for this opportunity. Excellent benefits including dental.
Salary $9,000 - $11,000. Suburban area.
ROTH YOUNG
Personnel Service 559-3300

A VARIETY JOB

Friendly Farmington Hills Company needs pleasant person with good typing for diversified position in beautiful office. Good starting salary, full benefits, room for advancement and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

BEGINNER TYPIST

Major West suburban company will train bright presentable 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

BOOKKEEPER
Experienced only. Must be able to do detail work. Typing also required. Lots of paid benefits. Schoolcraft - Evergreen area. Call Peggy 272-4548

BOOKKEEPER
Experienced with payroll & sales taxes, financial statements. Work in a South-Land CPA office on several set of books. Full time. 557-5357

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge, experienced, needed by small manufacturing company in Rochester area. Send letter or resume to Box 168, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Journals thru pay roll taxes, light typing & filing. Experience with building contractors. 341-7755

BOOKKEEPER
Retail experience. Typing & Pegboard. Birmingham area. 399-8300

BOOKKEEPERS

Partial Listing of Current Openings
ACCOUNTANT-Degreed, $900 Plus. Will be in charge bookkeeper, invoices, A/P, A/R, coding for computers. Must be self starter & well organized. 3-5 yrs. experience $12-13,000.
ADVERTISING BOOKKEEPER, 2 yrs. experience (advertising agency a plus), A/P, A/R, billing, payroll, time studies, job costing, peg board. Start immediately $10-13,000.
Fee Paid. Contact Mary Ann Gibson
ORDER TYPIST
Hi-E Suburban area seeks gud accurate typist 0-1 yrs. experience. Perfect for H.S. Grad. Good with figures. $4-5,000.
PLACEMENT PLUS
PERSONNEL 358-3250

BRIGHT, AMBITIOUS person with a pleasant phone personality to work in our customer service department. Typing required. $170 per week. Southfield location. Call 354-4814

Billing Clerk-
Patient Accounting

We have 3 full time openings for billing clerks with previous experience in a hospital or doctor's office. Experience with Blue Cross/Blue Shield, Commercial Insurances, and patient pay accounts required, along with good typing skills. Excellent salary and fringe benefit package including major medical and dental insurance. Apply Personnel Department, Administrative Services Bldg.
William Beaumont Hospital
3601 W. 13 Mile Rd.
Royal Oak, MI 48072

BIRMINGHAM - Part time mature person, good communication skills. Type, light bookkeeping. Mon. thru Thurs., 3-6 PM., Sat., 9 AM-1 PM. 642-4792 or 644-1405

BIRMINGHAM Sales Office needs girl for Invoicing, Filing, Light Typing & Light Bookkeeping. 646-2603

BOOKKEEPER/CONTROLLER
For small industrial car dealer. Experienced in dealership accounting and familiar with computerized system or sufficiently qualified to train. Salary commensurate with experience. Call for interview. 646-3580

BUSY - secretary spot for small office in Southfield. For your good skills, they will pay you $12,000 to $14,000 with full benefits including profit sharing, agency fee paid

SECRETARY - for VP of Farmington Hills financial institution, real estate or mortgage background important. Salary $11,000 to $11,500, nice benefits and fee paid.

AN OPPORTUNITY - for recent high school grad with only average typing to get a start in the business world. Typing checks, answer phones in large Troy company. Salary starts at $571 plus benefits & fee paid.
PERSONNEL

ADAMS & MARTIN

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

BUSY SWITCHBOARD
$10,000

Are you a people person with typing skills? Top suburban firm will train on their phone system. Excellent benefits and public contact here. Fee is paid. Call Tina
SNELLING & SNELLING
478-3500

CASHIER/ACCOUNTS
Receivable Clerk for work in student housing, cash receipts, A/R collections. Evenings until 7pm. Send resume to
BUSINESS MANAGER
MADONNA COLLEGE
36600 Schoolcraft Rd.
Livonia, Mich. 48150
An Equal Opportunity Employer

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.

CHURCH SECRETARY
Full-time Secretary for Head-of-Staff of warehouse distributor in Garden City desires energetic individual with some office experience. Must be proficient on typewriter, calculator. College education and computer experience helpful. Please inquire between 8AM-4PM. 522-7023

DATA PROCESSING
OPERATOR
Full responsibility for Entering, Balancing & preparing various small business computer system outputs. 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 appointment to Mr. M. L. McCoy,
or Cor Instruments 15200 Fullerton, Detroit Mich 48227. Equal Opportunity Employer M/F

DOCTOR RECEPTIONIST, $175
Great and welcoming patients, typist
Rosemary Ford Employment Service
424-8818

ENJOY TALKING
TO PEOPLE

Downtown Troy location has immediate openings at $8,000 for people with personality! Accurate typing and plain and phone voice lands you this one. Call Mark 649-5900.
Snelling & Snelling
Troy

GROWING SOUTHFIELD lawfirm seeking file clerk & legal secretary. Pleasant atmosphere. Call Vicki 353-6507

504 Help Wanted Office-Clerical

clerical
PART-TIME
CLERK

Regional office has opening for a mature, responsible part-time clerk (Mon. - Fri.). Position requires good typing skills, filing and general office duties. Applicant must be well organized, neat in appearance, with good business and telephone communications skills. For an appointment, call:
J. Cochran
Reg. Admin.
(313)353-2990
OCE INDUSTRIES INC
Equal Opportunity Employer M/F

CLERK responsible for office machines & Pitney Bowes 9200 & Pitney Bowes mail machine. Send resume to:
Business Manager
MADONNA COLLEGE
36600 Schoolcraft
Livonia, Mich, 48150
An Equal Opportunity Employer

CLERK TYPIST and Receptionist positions open in Southfield Office. Clerk Typist 35 WPM, no office experience necessary. Receptionist 45 WPM, dictaphone experience. Call Cathy Pritchard at 355-3000

CLERK/TYPIST for large insurance agency in Southfield Excellent working atmosphere. Call Gayle Farmer for an interview: 353-5800

CLERK TYPIST, good salary, and fringe Southfield area, call 357-3750

CLERK TYPIST
High school graduate Must type 50 WPM Start $186 per week. Call after 2PM. 645-6550, Ext 231

CLERK-TYPIST-SECRETARY
Small, pleasant, sales office in Livonia needs someone with good typing skills - who is willing to learn and work with us. Work directly with top company executive and eventually become his personal assistant. Call Mrs. Badia. 525-1619

CLERK TYPIST
$8,000

Easy going and friendly office atmosphere for your light skills. Phone order department. FEE PAID. Some typing for the Troy firm. Call James at 649-5900
Snelling & Snelling, Troy

CLERK TYPIST 1650 MO
Fee paid Entry position with top ad agency.
Snelling & Snelling
336-7400

COMMUNICATIONS CLERK

Our World wide organization is seeking an individual with communication or organizational ability and a flair for detail, to assist in the establishment of a nationwide telecommunications system. The qualified individual should possess knowledge of office procedures including good communication and typing skills. If qualified, please call Sue Cebalt.
355-9300, ext. 253
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION

COMPUTER OPERATOR with typing & bookkeeping background. An equal opportunity employer. H.D.S., Inc., Farmington Hills Contact Ms. Kwan. 851-8400

COMPUTER OPERATOR

Farmington company seeking experience Computer Operator with some bookkeeping background or understudy Operator Dixidorf 8870 with CRT. Call
478-0009
An Equal Opportunity Employer

Construction Secretary
For Northwest area contractor. Cost reporting and production tracking in addition to normal secretarial functions. Experience an asset but not a pre-requisite. Will train suitable applicants. Send resume to:
P. O. Box 633
Novi, MI 48050
or call
348-2800
An Equal Opportunity Employer

CUSTOMER SERVICE!

FEE PAID. Talk with clients, solve problems, and much more for nationwide company! Great advancement potential
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

CUSTOMER SERVICE
$12,700

Process customer orders, arrange shipping schedules and expedite delivery for rapidly expanding suburban corporation offering comprehensive benefits which include dental plan, fully paid Blue Cross with paid prescriptions and stock option. Minimum 1 yr. office experience with customer contact.
525-7850
SHARROW & ASSOCIATES
PERSONNEL AGENCY

CUSTOMER SERVICE

Good with people? Major Southfield firm needs pleasant person with good skills for challenging position in phone office. Good starting salary, full benefits, room for advancement and company pays our fee. Hurry!
PERMANENT STAFF
SOUTHFIELD 353-0505

DATA ENTRY CLERK
Part Time CRT entry operator. No experience necessary. Some typing skills required $4.09 per hour. Call Mr. O'Connor. 424-8904

DATA ENTRY position. Business office of warehouse distributor in Garden City desires energetic individual with some office experience. Must be proficient on typewriter, calculator. College education and computer experience helpful. Please inquire between 8AM-4PM. 522-7023

DATA PROCESSING
OPERATOR
Full responsibility for Entering, Balancing & preparing various small business computer system outputs. 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 appointment to Mr. M. L. McCoy,
or Cor Instruments 15200 Fullerton, Detroit Mich 48227. Equal Opportunity Employer M/F

DOCTOR RECEPTIONIST, $175
Great and welcoming patients, typist
Rosemary Ford Employment Service
424-8818

ENJOY TALKING
TO PEOPLE

Downtown Troy location has immediate openings at $8,000 for people with personality! Accurate typing and plain and phone voice lands you this one. Call Mark 649-5900.
Snelling & Snelling
Troy

GROWING SOUTHFIELD lawfirm seeking file clerk & legal secretary. Pleasant atmosphere. Call Vicki 353-6507

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY- Well paid, part time for Doctor's office. Experienced, dependable, mature person for bookkeeping, typing, etc. Flexible hours, approx. 15-30 hours per week. Franklin area. Call Friday through Wed. after 7PM. 626-6468

Executive Secretary
For Northwest area contractor. Dependable, high initiative and organizational skills. Good salary and fringe benefits. Send resume to:
P. O. Box 633
Novi, MI 48050
or call
348-2800
An Equal Opportunity Employer

EXECUTIVE Secretary to $950 per week. Challenging position. Fee Paid
Advance Employment
559-2718

EXECUTIVE SECRETARY to President of Distributorship, with excellent typing skills (60 WPM). Dictaphone & bookkeeping experience. Telephone contact with customers. Excellent benefits Maple & Telegraph, 645-0950

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
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 Heidy.
827-8363
An Equal Opportunity Employer

EXPERIENCED full time, secretary needed for busy Northville Insurance office, must be willing to work.
349-6310

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 legal secretary needed for Telegraph - 12 Mile law firm, excellent working conditions & fringe benefits. 642-3200

EXPERIENCED Legal-Executive secretary for law firm in Farmington Hills, salary commensurate with experience & ability. Call after 1 PM.
626-2448

• EXPERIENCED PAYROLL CLERK •
Qualifications: knowledge & experience in preparing a computerized payroll, Federal, State, & local income tax rules & regulations, & fringe benefits.
Salary Open.
Send Resume to: Gene A. Thielcke, Assistant Superintendent, Royal Oak Schools, 4000 Crooks Rd., Royal Oak, Mi. 48073

EXPERIENCED SECRETARY, construction/management office. Northwestern, 13 Mile area. Stenographic typing references required. Mon. thru Fri. 9 until 5. Call 10 until 4 626-5595

FILE CLERK TYPIST
Wanted full time for Southfield insurance agency. Contact Cindy at
353-5800

Happiness IS....

an exciting new job with Somebody Sometime. We need your skills for temporary jobs in your area. Positions available are:
Typists
Figure Clerks
Secretaries
Apply now and start your temporary position tomorrow
Somebody Sometimé

Southfield	272-8500
Madison Heights	545-1700
Livonia	525-5170
Dearborn	565-3500

INSURANCE
Company relocating to Troy, we have 2 entry-level positions for bright qualified candidates

SERVICE
CLERK
Light typing, good communication skills, entry-level position

UNDERWRITING
CLERK JR.
Good, accurate typing and communication skills. Actuarial figures and familiar with calculator operation.

For immediate consideration contact Ms. VanderVoort, 313-559-6100.
ARGONAUT
INSURANCE CO.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL OPERATIVE

General office experience required. Typing 55 WPM. Full time permanent position in busy marketing department for Southfield based corp.

Send resume in confidence to:
P. O. Box 4771
Detroit, MI 48219

Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

FILE CLERK $500

For rapidly expanding suburban company, excellent position for individual with limited clerical background. Full benefits with dental plan. Complete Blue Cross with prescription & company paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

PRETTER APPLIANCE has an opening for a mature person in our Clerical Dept. Will be responsible for inputting data into CRT. Typing skills necessary. Apply in person at Pretter Appliance, 25901 Schoolcraft Rd., Livonia. Mi. Between the hours of 9am & 4pm. Monday thru Friday.

FRONT DESK
This firm needs a Smiling Super Star to connect clients & callers. Bright beginner with typing ability gains. PBX experience. $140 Start with 90 day review & twice yearly bonus.
Call 562-8590
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

FULL & PART TIME
For Southfield insurance office, Call Mon thru Fri. 9-4
353-7744

FULL TIME position assisting in bookkeeping department, some basic experience necessary, apply in person
Hagigian & Sons, 14000 W. 6 Mile.

FULL TIME POSITION AVAILABLE
Must be able to type & answer phone. Aptitude for figures necessary. Knowledge of accounts payable useful, will train. Neat appearance, good telephone personality. Company paid benefits. Salary commensurate. Apply in person,
9am-5pm, Allmand Associates, Inc., 12001 Levan Road, Livonia

FULL TIME position available for Medical Biller. Experience preferred. Call for interview Seattle Optical Group 352-0700

GENERAL OFFICE
Typing at least 50wmp, and filing. Full time. Insurance benefits. Southfield location. 353-8844

GENERAL OFFICE - 50 WPM typing and some mortgage experience helpful. Must be good with figures and capable of handling busy phone. Good starting salary and benefits. Please contact Mr. Goldman for appointment 557-7040

GENERAL OFFICE
Person must have good typing ability and be good with figures. Permanent position, benefits. Troy area. Send resume and salary required to Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Rochester, part time, 5 days, permanent, assist in variety of duties. Call Sue. Ask for Beverly. 652-3520

GENERAL OFFICE - experience with accounts payable and general clerical duties for tool and die shop. Full time 15770 Dale, Fenkell Telegraph area

GENERAL OFFICE/TYPIST
For We-Taney International at 1500 N. Woodward, at Big Beaver Rd., Birmingham. Mature, well groomed, reliable help preferred

GENERAL OFFICE
We are seeking a gal interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location & full benefits. For appointment call Liz at 353-3205

GENERAL OFFICE. Experienced, includes typing, handling telephone calls, filing, mail preparation and some specific bookkeeping functions (ie. accounts payable). Farmington Hills manufacturer. Modern office, good working conditions and benefits 478-1200

GENERAL OFFICE
Livonia employer pays our fee and $800 mo. if you can type 60 accurate and with percentages, phones & mailings, too.
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846-7280

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

GROWING BIRMINGHAM DESIGN Firm requires competent, detail-oriented person experienced in A/R, A/P & Pegboard with General bookkeeping & office skills. Position demands perfection & responsibility; offers diversified duties. Good typing skills - an asset
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Full-time position for a Sr. Keypunch Operator with 2 to 3 years experience on IBM 129 or 029. Must be able to work from handwritten copy doing text punching, interpreting & correcting while working. Excellent spelling, knowledge of proper grammar usage & secretarial. Mag Card or MPST experience required. Applicants should be self-starters & capable of meeting deadlines.
We offer an excellent work environment & comprehensive Fringe Benefit package.
Send resume including Salary history, in confidence, to
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Smith, Hinchman & Grylls
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IBM equipment preferred. Salary $4-$5 per hour depending on experience. Full paid benefits including Dental. Fee Paid

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Livonia

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KEYPUNCH OPERATOR for Farmington area company. Afternoons 3 to 11 PM. Minimum 6 months current working experience required on IBM 5496/129 or Decision Data 9630. Hourly rate commensurate with ability and experience. Will be trained in computer operations Call Mr Feehan for appointment at 478-4260

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

LEGAL SECRETARY
60 wpm minimum Birmingham Law Office Will train. For appointment call 642-5074

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LEGAL SECRETARY, salary commensurate, shorthand experience preferred. Northwest suburb near X-way. Call 626-9722

LEGAL SECRETARY
Experience necessary. Southfield firm Good salary & benefits. Call Mrs Normand. 424-8000

LEGAL SECRETARY-Receptionist. Experience preferred but will train. Typing, and light shorthand required. Redford Twp area 537-3070

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Has immediate openings for an addition to our Customer & Title dept. Qualifications are in good figure aptitude with average typing skills. Excellent starting position as you will deal with every State Knowledge of Michigan License & Title laws helpful, but not a must as you will be trained. Excellent working conditions with benefits Plymouth Road & Telegraph Road area
Call Mr. Haase 537-8750

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College background required. 30 - 35 hour per week. Pleasant. 851-0313

OFFICE CLERICAL
Solid growth company requires intelligent versatile girl with general office and typing skills for receptionist switchboard operation. Resume required, please contact Ms. Shirley Samp for interview John T. Hartley Company, 32850 Industrial Park Dr., Farmington Hills, Mich. 48024 477-5911

OFFICE CLERK
With typing and business experience wanted for the Oxford, Michigan area. Send resume or call Cook Communication Company, 3537 Lakeville Rd., Oxford, Mi. 48051 313-628-3773

OFFICE GIRL, pleasant phone voice, light typing, experience helpful but not necessary. $160 week. Northwest Detroit area 341-3150

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New company looking for experienced person to run office. College education helpful. Bookkeeping. Must be dependable and ambitious. Royal Oak area. Ask for Joe
559-4444

OFFICE MANAGER
$15,000