Help Wanted

502 Help Wanted Dental-Medical

MEDICAL INSURANCE BILLING
For Podiatry office in Westland. Must be experienced in all phases of insurance billing. Above average typing skills required, salary negotiable. Please call between 9 AM-Noon.
522-2555

MEDICAL RECEPTIONIST- full time experienced peg board-insurance a must, benefits. Ask for Elaine.
358-2744

MEDICAL RECEPTIONIST - Ophthalmologist office, 5 days, typing experience Benefits N. Woodward area. Send resume to Box 240, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY - for OB/GYN office. Accurate typing a necessity, knowledge of insurance forms. Pleasant environment. Call Lynn 851-8070

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 2yr MT ASCP and be able to rotate in all areas including Blood Bank. We offer an excellent salary and 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 part time and full time openings 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 a excellent salary and fringe benefit package including major medical and dental insurance. Apply: Personnel Department, Administrative Services Building
William Beaumont Hospital
3601 W. 13 Mile Rd.
Royal Michigan 48072.
An Equal Opportunity Employer

MLT ASCP registered for busy doctors office in Westland. Part time days, over for vacations. Hematology, urinalysis, chemistry experience. Call Meg at 358-2745

MLT - 15 - 20 hours per week for Troy family practice. Registered for semi automated chemistries, hematology & limited bacteriology 362-7360

NEEDED: Nurses aides for surgery case in Plymouth. Good pay and benefits. Work your own schedule. Call for interview 595-1661
An Equal Opportunity Employer

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, 643-6970 Warren, 751-8780
Southfield, 569-2781 Livonia, 478-2590

NURSES AIDES, all 3 shifts, apply in person 10 AM to 3 PM. Livonia Nursing Center, 28610 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.

OB-GYN
Needs Front office gal
Part time
Birmingham Area 645-5565

OPERATING ROOM NURSE
Wanted for this surgeon in Troy area. To assist in surgery and in-office procedures. Will pay top salary for qualified individual. Call 362-0910

RN'S LPN'S
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Revised pay scale and good benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-3PM. at
CAMBRIDGE NURSING HOME, W.
18633 BEECH DALY. 255-1010

502 Help Wanted Dental-Medical

AGGRESSIVE young man needed for expanding Drug chain. Must be registered Pharmacist. Excellent pay, good benefits. Dearborn area. Call 581-4010

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

REGISTERED NURSES
Full Time
Emmergency Medicine - 3 to 11:30 PM
Med-Surg - 11 PM-7:30 AM.
LPN
Full Time
ICU - 11 PM-7:30 AM.
Competitive salary & comprehensive benefits
REDFORD COMMUNITY HOSPITAL
531-6200 Ext. 409
An Equal Opportunity Employer

RESPONSIBLE person for busy and progressive dental office located in Dearborn Heights area. Experience in Pegboard preferred. Part time, variable hours. Ask for Ann. 571-6160

REWARDING JOB OPPORTUNITIES
NURSE AIDES
Become a needed and special individual caring for the elderly. Afternoon and midnight shifts available with flexible schedules. $3.40 hour to start. Apply in person.
Franklin Manor Convalescent Center
26900 Franklin Rd., Southfield

RN DIRECTOR OF NURSING. For modern 103 bed nursing home. Must be familiar with Medicare, Medicaid,Blue Cross. Apply Cambridge Centre South, 18200 W. 13 Mile rd. Birmingham.

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 - LPN
Part time, afternoon and midnights.
Call: MRS. QUINN
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390
RN - LPN - Full-time Afternoon Shift. 184 Bed - Skilled Care Facility.
University Convalescent & Nursing Home. For appointment, contact Alice Haenggi, Director of Nursing. 427-8270

RN or LPN
Full or part time. Afternoons and midnights. Patient care and supervision.
Whitehall Convalescent Home
43465 W. 10 Mile, Novi

RN or LPN
Full time & part time. 3pm - 11pm shifts. Contact Mrs Hall, Devon Convalescent Center, 29270 Merlock, Livonia, one block south of 8 mile on Middlebelt
476-0550

PART TIME, all around person, needed for psychiatric office in Birmingham. Experience not necessary but must be able to accept responsibilities. Typing a must. Call
626-5717

502 Help Wanted Dental-Medical

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
Bimfid/Pontiac 334-9220
Detroit/Sfld. 569-1950

RNS/LPNS
Full or part time, flexible scheduling, many benefits. Farmington Nursing Home, 30405 Folsom Rd. 477-7403

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

RNS - LPNS.
All shifts, full or part time. Paid Blue Cross, meals, other benefits. Bedford Villa, Southfield 557-3333

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

TWO (2) FULL-TIME Midnight Nurses Needed. Apply: Cambridge Nursing Center, South - 18200 W. 13 Mile. 647-6500

WANTED MEDICAL Assistant or LPN to work in Doctor's office, middleage preferred, experienced. Garden City area. Call between 2 and 5 PM, weekdays. 522-4250

WE ARE looking for applicants that are interested in an exciting new aspect of nursing care. Rehabilitation of traumatically injured young adults and adults. We have openings for full time or part time RN's and LPN's, Nurse Assistants, Special Duty Assignments, and an Occupational Therapist. Profession allum and a desire to learn new skills are the 2 essential ingredients. Call for an appointment and further information. 941-1142

YOUNG WOMAN with transportation as assistant for Podiatrist for Birmingham or Northland offices 5 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. Starts immediately. Regular nursing. No specialty needed. Apply in person 3pm-5pm, 16415 W. 8 Mile, just west of Lodge.

OPHTHALMOLOGIST NEEDS
Experienced mature person to assist with patients. Full time. Southfield Area. 353-1754

Optometric Receptionist Dispenser. Part Time. Experienced. W. Bloomfield Area. 851-0010

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

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $177wk.
Clerk Typist to $198wk.
Steno & Secy's to $14.00/
Many other positions available. Must Free peg board by Employer.
Employment Center Inc
569-1636

CLERK TYPIST opening for our new office location in Farmington Hills. Recent high school typing & office machine background. Major benefit package. Call or write for interview.
TOKEN CORP.
32351 W. 8 Mile Rd.
Livonia, Mich. 48152
(313)477-8633

502 Help Wanted Dental-Medical

NURSES
Opportunities exist in expanding areas for ambitious and qualified RN'S & RN'S. Interested in enhancing their technical abilities for the following areas:
MEDICAL
SURGICAL
REHAB
NICU
We also have positions available for RNs with MED-SURG experience to work in our L/D and Coronary Step Down Units. Experience in these areas preferred. We can offer you a competitive salary and fringe benefit package including Major Medical and Dental Insurance. Call us collect to schedule an appointment.
313 - 288-8401
WILLIAM BEAUMONT HOSPITAL
3601 W. 13 Mile Rd.,
Royal Oak

NURSES
RNs & LPNs
The Ann Arbor Veterans Administration Medical Center is an acute care hospital affiliated with the University of Michigan Medical Center. We have current openings for:
CRITICAL CARE INSTRUCTOR
CLINICAL NURSING INSTRUCTOR
(Part Time)
Both of these positions require an M.S.N. with a clinical major, two years of clinical practice and two years of teaching experience.
ICU/CCU NURSES
Experience preferred.
MED/SURG NURSES
New graduates welcome.
Licensure from any state is acceptable. We offer up-to-date continuing education programs plus opportunities for career advancement both here and at other VA facilities. On-site child care is available.
• New salary ranges: $15,457 - $21,985 based on education and experience
• 25% Sunday differential, 10% shift differential
• Five weeks' vacation annually
For more information, please contact: Candace Doriott, RN, Nurse Recruiter. (313) 769-7527.
Veterans Administration Medical Center
Ann Arbor, Michigan 48105
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST ASSISTANT
Full time days. Associate degree or equivalent experience for west suburban hospital. Excellent salary and benefit program. For details contact:
GARDEN CITY HOSPITAL
421-3300, Ext. 277
An Equal Opportunity Employer

ATTENTION
HOUSEWIVES, STUDENTS, NURSES AIDES
JOIN THE BEST!
We have the best facility & give the best care.
ACT NOW
On the opportunity to be a member of our team. Experience not necessary, only prerequisite is kindness & interest. On the job training provided.
HCC wants you...
...Come Grow With Us.
APPLY NOW!
HENDRY CONVALESCENT CENTER
105 Haggerty Rd. 455-0510 Plymouth
INQUIRIES & VISITATIONS INVITED

REGISTERED PHYSICAL THERAPIST
Full time, permanent day position. 365 bed suburban teaching hospital. Excellent salary and benefits program. For details contact:
Personnel Office
Garden City Hospital
421-3300, Ext. 277
Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Grow with A Company Called TRW
TRW Customer Service Division has an immediate opening for an individual with minimum 1 year accounting/bookkeeping experience. The successful applicant will have exposure to accounts payable and accounts receivable to qualify for this diversified, challenging position. Ability to operate 10-key calculator required, light typing helpful.
At TRW our employees enjoy progressive salaries, pleasant working conditions, and immediate comprehensive benefit package. For an interview, please call Hugh Foran, (313) 353-4600
TRW
Customer Service Division
24600 Northwestern Highway
Southfield, Mich. 48075
An Equal Opportunity Employer M/F/H/V

ACCOUNTS PAYABLE
General Office Troy. No experience necessary, will train. Ideal for high school graduate who is career minded. Various duties with some typing and phone. Call Mrs. Wagner. 689-9454

ACCOUNTS PAYABLE CLERK
Experience required. Enjoy interesting challenging work with growing Company. Pleasant working conditions with good fringe benefits. Ideal location in Town Center Bldg. in Southfield. Call. 358-1191 for interview.

ACCOUNTS RECEIVABLE CLERK
for busy Southfield office. Must have high grade average and experience. Call M. Miller. 353-1350

ACCOUNTS RECEIVABLE & general office. Part time. May develop into full time. Eager to learn. Will train on bookkeeping machine. Apply 9am-4pm. Great Lakes Wholesale Drugs, 11731 Levan Road, Livonia

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

ACCURATE TYPIST
& general office work
Experienced. Southfield firm
Benefits. 424-8335

AD AGENCY
$9,700
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 YOUR NEAREST OFFICE
LIVONIA 478-3500
SOUTHFIELD 353-2090
TROY 649-5300
SNELLING & SNELLING

ADD $$$
FOR 1980
Immediate Openings
SECRETARIES
TYPISTS
Must be 18 & have transportation.
Apply Mon. thru Fri. 9-3
19569 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 569-6222

BOOKKEEPER
Experienced with payroll & sales taxes, financial statements. Work in a Southfield CPA office on several set of books, full time. 557-2557

504 Help Wanted Office-Clerical

BIRMINGHAM ATTORNEY has immediate opening for motivated, motivated individual with previous general legal experience. Type accurately, light shorthand, dictaphone skills. To assist in all office responsibilities. Salary & benefit package. 642-9406

BLOOMFIELD - investment company needs pleasant phone voice to relate to top level executives, no shorthand. Salary $12,000 to $13,000 with benefits and agency fee paid.

GOOD TYPIST - with aggressive personality to work for VP of nice Farmington company. Salary $11,500 plus fee paid.

SECRETARY - no shorthand, for suburban company in sales & service dept. Letters, contracts. You will advance fast with good organizational ability, salary $5000 to $10,000. Fee paid.

TROY - company needs secretary, no shorthand, for small executive offices. Immediate opening for experienced person who can handle dictaphone. Benefits include dental & prescriptions. Salary $13,200, fee paid.

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

BOOKKEEPER
CLERICAL
ADMINISTRATIVE
Take charge person, with minimum 5 yrs. experience in above areas. To fill key position with property management firm. Modern pleasant, girl office, in 9 Mile Rd. - Southfield location.
557-2500

• BOOKKEEPER •
Experienced, Full-charge Bookkeeper for Retail Establishment. Must be self-motivated with pegboard experience, typing & pleasant phone voice. Southfield area - excellent benefits.
645-9204

BOOKKEEPER
Full charge, Excellent working conditions in Southfield. 559-7870

BOOKKEEPER - Full Charge thru Financial Statement, for professional office in Northville-Novi area.
Grosa, Bornstein & Co. P.C.
275-4118

BOOKKEEPER
Full charge, experienced, needed by small manufacturing company in Rochester area. Send letter or resume to: Box 268, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - mature person for Accounting and Tax company located in Farmington Hills. Knowledge of payroll and sales taxes required. Excellent working conditions. Call or send resume to: P. O. Box 527, Farmington, Michigan 48024. Phone: 626-4881

BOOKKEEPER
Merrill Lynch - Bloomfield Hills. Brokerage experience, knowledge of margin necessary. Call Tom Desimone 8AM-4PM. 647-3300

BOOKKEEPER
MERRILL Lynch Bloomfield Hills - Brokerage experience, knowledge of margin necessary. Call Tom Desimone 8AM-4PM. 647-3300

BOOKKEEPER position for our new office location in Farmington Hills. 2 years Junior College &/or experience. Major benefit package. Call or write for interview.
TOKEN CORP.
32351 W. 8 Mile Rd.
Livonia, Mich. 48152
(313)477-8633

Bookkeeper/Secretary
ONE GIRL OFFICE
Typing - Filing
Peg board system
Pleasant surroundings
Call for appointment
425-0090

BOOKKEEPER SECRETARY
for 1 girl office with good typing skills and bookkeeping thru trial balance for busy Southfield office. Benefits. Salary open. 569-7300

BOOKKEEPER
SECRETARY
Opening for a responsible person with good typing and figure aptitude. General office duties, organized, good business and communication skills. Excellent starting salary and company pays our fee.

PERMANENT STAFF
SOUTHFIELD 353-0505

BOOKKEEPERS
Partial Listing of Current Openings.
ADMINISTRATIVE BOOKKEEPER, full charge bookkeeper, invoices, A/P, A/R, coding for computers. Must be self starter & well organized, 3-5 yrs. experience $12-13,500.
ADVERTISING BOOKKEEPER, 3 yrs. experience (advertising agency a plus), A/P, A/R, billing, payroll, time studies, job costing, peg board. Start immediately $10-12,000.
COMMUNICATION CLERK
Qualified individual should possess knowledge of office procedures, good communications, 50 WPM., excellent organizational ability. $7-8,000.
Fee Paid positions, call now.
PLACEMENT PLUS
PERSONNEL 358-3250

BUSY SOUTHFIELD OFFICE
Needs someone with light bookkeeping knowledge. Some experience helpful.
352-3750

• CAREER OPPORTUNITY •
Position leading to Office Manager for Professional Corporation of Dentists in Livonia. Requires working knowledge of basic bookkeeping, ability to organize, motivate & supervise others; pleasant demeanor with patients & staff & general office skills including some typing. Experience desired but will train right person. Send resume & sample of handwriting to: Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CASHIER
Merrill Lynch - Bloomfield Hills. Previous experience helpful but not mandatory. Proficient typing, must enjoy public contact. Call Tom Desimond, 9AM-4PM. 647-3300

CLERK TYPIST
Interesting position with fashion retailer for individual who has experience in general office work & typing skills of approximately 50 - 60 wpm.
Position offers good starting salary, regular salary increases & a well rounded employee benefit program. Southfield area. Call Mrs. E. Jerous, 833-6905 to arrange for an interview.
Winkelman's
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.

CLAIM EXAMINER
Group Health Insurance computerized payment system. Southfield office location, excellent starting salary. Call Jim. 424-8828

CLERICAL CAREER CONSULTANT
Nations largest will train you for a career in payroll. We offer job satisfaction and high potential earnings.
Sedlig & Sedlig
338-7400

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
19400 W. Ten Mile Rd.
Suite 211
Southfield, MI 48075
Equal Opportunity Employer M/F

CLERICAL POSITION: young aggressive person for phone and customer contact. Accurate typing (no shorthand) some bookkeeping billing & filing experience preferred. Half days Sat. in summer. Farmington area. 476-5140

CLERICAL POSITION. Available in large Medical Supply house located in Livonia. Must have some accounting background. Please call after 8 am and Mon. 591-1500
An Equal Opportunity Employer

CLERK for office supply Store. Prefer experienced. Benefits. Apply in person. Modern Office, Inc. 31535 Southfield Road, Birmingham.

CLERK SECRETARY - person with good typing ability, experience helpful. Call Mr. Hosford 9 to 4 P.M., Brunswick Corp., Bloomfield Twp. 858-7040

CLERK/TYPIST
for plush Southfield office. Must be reliable. Call Mrs. Weiss
353-2760

CLERK TYPIST
GENERAL OFFICE. Must be excellent typist. Knowledge in all phases of office procedures required. Liberal salary, excellent benefits, full time employment only.
DUNN TOOL CO
ask for Alex Brown
425-9075

CLERK TYPIST
The Frankenmuth Mutual Insurance Company has a Clerk Typist position available in their Telegraph Road-Bingham Farms office. The position requires a person with good typing skills. Lovely office, good pay and line company paid benefit program. If qualified call the Branch Manager for an interview appointment. 313-647-8000
An Equal Opportunity Employer

Communications Specialist
Exciting suburban company needs your talents for temporary jobs. TELEX, TELETYPE or SWITCHBOARD with TYPING. Call today for a personal interview. HURRY!!
TOP SKILLS EARN TOP $
17142 Farmington Road
522-4210
TEMPORARY STAFF
EXPERIENCED legal secretary for small Troy firm in general practice. Good basic skills, professional attitude, able to assume substantial responsibility. Salary commensurate with ability and dedication. 643-8550

504 Help Wanted Office-Clerical

CLERK
TYPIST
Immediate opening in Southfield for an experienced Clerk Typist. Must have pleasant phone voice, be able to type well, and enjoy working with figures.
CALL John Pancrelo
569-4900
SANDY CORP.
16025 Northland Dr.
Southfield, Michigan
An Equal Opportunity Employer

COMPUTER & BOOKKEEPING experience, full time. Excellent benefits. Interviews, Jan. 23 & 25.
348-6400

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

CONSTRUCTION FIRM in Southfield looking for Girl Friday. Secretarial skills, & Transportation necessary Call between 9AM-5PM 557-1511

DIVERSIFIED part time Officeposition for mature women with a pleasing phone personality. Only a good typing skills, work hours Monday through Friday 9:30AM-3:30PM, hourly wage depends on experience. Apply between 9AM-12:30PM Mon.-Tues. or call for appointment 537-1300 Kitchen Glamor 29270 Grand River between Beech Daly & Inkster Rds.

ENJOY
VARIETY?
Excellent opportunity at West suburban branch of international company for traveling person with good typing. Diversified and promotable position in beautiful office. Good starting salary, full benefits and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

EXCEPTIONAL Opportunity for Receptionist with strong detail background. Career position to complement an excellent staff. Pegboard, appointment book control, insurance. Top salary & benefits. 559-3020. After 7PM. 257-5571

EXECUTIVE SECRETARY
For senior partner of national law firm at its Southfield office. Legal experience helpful. Contact Office Manager, 444-4848

EXECUTIVE SECRETARY. 1 girl office. Experienced. Typing and shorthand required. 12 Mile-Telegraph area. Full benefits plus profit sharing 354-6306

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Pension demands perfection and responsibility. Call for more information. 353-2309

EXECUTIVE SECRETARY
FORTUNE 500
Be a part of suburban staff with your skills and professionalism. Top benefits. Fantastic opportunity with national sales office. Minimum $10,200 Fee paid. Call Kathy,
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE
SECRETARIES
Major organization opening new corporate offices in West suburban area. Excellent opportunity to land top-notch position. Generous starting salary to $15,000. Full benefits and company pays our fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

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

EXPERIENCED Legal-Executive secretary for law firm in Farmington Hills, salary commensurate with experience & ability, Call after 1 PM. 626-3148

EXPERIENCED SECRETARY, Full time or part time. Real Estate management office located in Farmington Hills. Mon. thru. Fri. 9 to 5. 626-5595

EXPERIENCED self-reliant Typist needed immediately for full time position with Royal Oak law firm, specializing in collections. Salary open. 399-4545

FILE CLERK-TYPIST
Wanted full time for Southfield insurance agency. Contact Cindy at
353-5080

FRUSTRATED??
National company needs people interested in sales to sales management career. Initial average earnings of
$18,000
Higher in some cases
Call T. L. Terry
643-8915

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

LEGAL RECEPTIONIST - For Southfield law firm. Excellent opportunities for advancement. Benefits & salary commensurate with experience.
354-4740

LEGAL SECRETARY, salary open, shorthand essential. Experience preferred. Northwest suburb near X-way. Call
626-9722

LEGAL SECRETARY- conscientious mature, able to assume responsibilities good salary & benefits, inside parking, Town Center Bldg. Southfield. 358-4184

504 Help Wanted Office-Clerical

PART-TIME TELLERS
TYPISTS
SECRETARIES
COLLECTORS
CLERKS
National Bank of Detroit will be interviewing at the NBD, Troy office for part-time tellers and other part and full-time positions such as typists, secretaries, collectors and clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at NBD, Troy office, 363 West Big Beaver, on Thursday, January 24, from 10:00 a.m. - 3:00 p.m.
NATIONAL BANK OF DETROIT, TROY
363 West Big Beaver
Troy, Michigan 48084
NBD
An Equal Opportunity Employer
We Employ the Handicapped

504 Help Wanted Office-Clerical

FULL TIME POSITION AVAILABLE
Must be able to type & answer phone. Aptitude for figures needed. Knowledge of accounts payable useful, will train. Neat appearance, pleasant personality. Company paid benefits Salary $550 to start. Apply in person.
Allmand Associates, Inc.
12001 Levan Road, Livonia

GENERAL ACCOUNTING - immediate opening for individual with progressive general office accounting experience including receivables, payables, and billing Must have typing & 10 key adding machine experience. Please call the Personnel Office for further information 843-7200

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

GENERAL OFFICE light typing and bookkeeping. Call Ron. 557-6282

GENERAL OFFICE
We are seeking a girl 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 353-3209

GENERAL OFFICE - Telegraph Rd., Birmingham. Typing experience. National Company. All Benefits, 8:30AM to 5PM, 5 days. Our Employees know of this Ad. State Salary desired. Send Resume to Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Unemployed? Are you tired of sitting at home? Need extra cash? Why not put your office skills to use while learning new people, working the days you want, & make a nice wage. Short or long term assignments to those with good office skills. 544-2400. No Fees' Shafer Temporary Service.

GENERAL OFFICE
Main Office of Retail Drug Chain needs a person to assist Accountant in misc. Bookkeeping duties. Must be good with numbers, bookkeeping experience helpful. Excellent working conditions & benefits. Apply in person, ex-Tues., Jan 22nd, 9AM to 1PM at 15301 Century Dr. (1 block No. of Rotunda Dr., E. of Greenfield) in Dearborn 336-7400

GENERAL
OFFICE
Variety job. Suburban company needs responsible person with good typing skills for 2 busy department. Good starting salary, full benefits, company pays our fee. Call now.
PERMANENT STAFF
SOUTHFIELD 353-0505

GROUP INSURANCE CLERK
Part time permanent position, 25 hours per week. Need congenial professional telephone manner. Requires 2 years of recent experience in implementation and administration of group hospitalization, dental, disability and life insurance plans, etc. Excellent fringe benefits and starting salary. Call Mrs. Janos, Birmingham Public Schools. 644-6300, extension 246.

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
Sometime
Southfield 272-8500
Madison Heights 545-1700
Livonia 525-5770
Dearborn 565-3500
IF YOU like to answer the telephone & know how to type, I have a job for you! Full time. Call 357-4120

INSURANCE
Accounts Payable position in accounting department of large insurance agency in Southfield. Insurance background necessary. Comprehensive benefits. Call Pam Ringas, 353-5800
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Part Time. Experienced 3741 operator. Troy location.
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504 Help Wanted Office-Clerical

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

ENTRY LEVEL COMPUTOR
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Nixdorf Equipment or similar, input information. Must have Bookkeeping or Accounting experience to work with accounting department. $9,000-$10,000 Range Paid Benefits. Fee Paid

BILLING CLERK
Southfield
Must have Medical background for Tabulation, Input, Sales. $700-$800 Range. Paid benefits. Fee Paid.

ADMINISTRATIVE ASSISTANT
Southfie'd
Medical Organization, heavy typing, secretarial skills and some education preferred. Will read & write procedures. $12,000 Min. Range. Paid benefits. Fee Paid.

SECRETARY FOR MARKETING MANAGER
(Manufacturing)
Good Letter experience. Excellent typing, shorthand not required. Must have Manufacturing experience. $850-$900 Min. Range. Fully paid benefits. Fee Paid.

SECRETARY-RECEPTIONIST
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Medical Organization. Appearance very important. Promotable position. Accurate 55WPM typing. Light Shorthand. Diversified Secretarial duties. $950Min. Range. Excellent benefit package including Cola. Fee Paid.

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Experience required. Must type, dictaphone. Southfield. Call Marie,
355-2800

LEGAL SECRETARY
Southfield area law firm of three lawyers desire experienced legal secretary for substantial responsibility. 644-4436

LEGAL SECRETARY
With experience
One attorney office in Westland
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LEGAL SECRETARY-Receptionist. Experience preferred but will train. Typing and light shorthand required. Hedford Twp area. 537-3070

LEGAL SECRETARY
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504 Help Wanted Office-Clerical

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