502 Help Wanted Dental-Medical

NURSE ATTENDANTS & Orderlies. Full time, fringe benefits. Bedford Villa Nursing Home, Southfield. 557-3333

NURSES
ENJOY
YOUR FREEDOM
YOUR FAMILY
Your Profession

TOP WAGES
RN'S $7-$9.35
LPN'S $6-$8.35

BENEFITS
Uniform Allowance
Vacation Pay
Malpractice Ins.
Major Medical
Paid Wiledge
Holiday Pay
In Service
Education

MEDICAL PERSONNEL POOL
BLOOMFIELD PONTIAC
334-9220
DETROIT SOUTHFIELD
569-1950
DEARBORN DOWNRIVER
562-0900

NURSES
Southfield Rehabilitation Center is now accepting applications for R.N. & LPN'S. All shifts available. Excellent benefits, accute care rate & education reimbursement plan. No Rotation. Contact Nursing Office. 569-1500 ext. 319.
Southfield Rehabilitation Center
22401 Foster Winter Dr.
Southfield, MI 48075

OPTHALMIC ASSISTANT to work with patients. Must be neat personable and have automobile. Experienced preferred. 649-3536

ORTHODONTIST office in Lathrup Village wants second Receptionist, full time employment for mature person. Must be excellent Typist and enjoy children. Call 9-12 only.
559-0092

PART TIME-afternoon position, in private lab, in processing. Will train, call 557-8080

PART TIME
National firm with local offices needs medically trained person (RN, LPN, medical technician or physician's assistant). Experienced in taking blood pressure and health histories. Need car for travel in western suburbs. Hours will vary and will be flexible. Call 569-1878

PHYSICAL THERAPIST
We have a challenging opportunity available for a Physical Therapist to treat patients in our small but growing physical and occupational therapy department. We offer an excellent salary and fringe benefit package. For more information, please call Personnel.
METROPOLITAN HOSPITAL WEST
28303 Joy Rd., Westland
522-6800,ext 286
An Equal Opportunity Employer

RECEPTIONIST & SURGICAL Assistant-full time, medical background. Experience preferred. Plymouth area. Interviews call 455-0715

RECEPTIONIST for OB-GYN office knowledge of Medical terminology preferred. Blue Cross, etc. Salary open. 353-7150

REGISTERED X-RAY TECHNICIAN
Part time, day and evening hours. Livonia area. Send resume to Box 692, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

Physician's Assistant
and
Medical Receptionist
for Medical Clinic in Farmington Hills area
478-6770

REGISTERED NURSE
We are currently seeking a Registered Nurse to work full time in our small suburban hospital on our afternoon shift. The requirements for this position is a minimum of one years experience in Medical - Surgical Nursing. We offer an excellent starting salary which includes cost of living, a fully paid benefit package and a congenial work environment. For more information, please call personnel.
METROPOLITAN HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext.286
An Equal Opportunity Employer

REGISTERED X-Ray technician, part time. Private office, Bloomfield Hills. 338-7870

RN FOR PART TIME AND WEEK-ENDS. 334-4732

RN-LPN
Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN LPN
SPRING FEVER?
TIME FOR A CHANGE? Why not shake up your winter routine by working when you want, where you want & receive top pay while your doing it. Call
643-0586 643-0311
QUALITY CARE

RN/MA
Great opportunity in friendly MD'S office, experience in VP, INJ., and EKG, a mustl 4 days, no Wednesdays or Saturdays.
TOWN & COUNTRY EMPLOYMENT CENTER
Med. Dental Div. 478-1717

RN OR LPN
Full or part time, Pontiac area 334-4732

RN'S
For House Supervisor
Join the new team at Bloomfield Hills Nursing Center. New ownership and administration. We are seeking qualified nurses for a challenging position in Geriatric Nursing. We offer competitive salaries and benefits.
For a personal interview contact:
J. Purdy, RN, Director of Nursing.
338-0345 ext 34

RN'S -LPN'S
Experience the freedom and flexibility of scheduling when you are available to work. No fee. Excellent wages. Challenging work.
AMC HEALTH CARE
LIVONIA - Suite 103W, Livonia Office Pavilion across from Livonia Mall, 19500 Middlebelt, Mon. 1-4pm. Wed. & Fri. 10-2pm.
478-2590
SOUTHFIELD - Suite 218, 17000 W. 8 Mile, Mon., Wed., Fri 12 - 4pm
569-2781
PONTIAC - Suite 205, Capitol Savings & Loan, 75 W. Huron at Wideltrack. Tues. & Thurs. 1-4pm.
338-6880

RN'S & LPN'S
Full time, all shifts, fringe benefits. Pleasant working conditions. Bedford Villa Nursing Home, Southfield.
557-3333

STOP HERE!
NURSES AIDES
Tired of checking these want ads? Eye Sore? We have exactly what you want. You can earn excellent pay, have flexible hours & choose your location simply by calling
643-0586 643-0311
QUALITY CARE

SUPERVISORY position on afternoon shift in processing for mature individual. Call between 13 - 3 pm. 557-8080

TRAINED MEDICAL ASSISTANT experienced only, full time for busy Troy practice. 689-3445

502 Help Wanted Dental-Medical

WANTED Dental Receptionist, minimum experience 1 year, Southfield area. If interested please call 352-8440

X-RAY TECHNICIAN for north suburban radiology clinic. Fluoroscopy experience helpful. 851-7682

X-RAY TECH
ON CALL
Our small Westside suburban hospital is currently seeking an X-ray tech to work on an "as needed" basis. Prefer an experienced, registered technician. We offer an excellent wage rate and a congenial work environment. Contact the Personnel department.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

AUTO
SWITCHBOARD OPERATOR
Full time position for individual with some experience. Must be able to type 45WPM. Excellent benefits. Roger Penske Chevrolet, Inc. 28111 Telegraph, Southfield.
355-1000

NEED A Temporary Job?
OFFICE PERSONNEL POOL has immediate openings for:
SECRETARIES
TYPISTS
DICTAPHONE
One easy phone call will give you all the information you want.
478-8350
OFFICE Personnel Pool
Temporary Personnel Since 1966

RECEPTIONIST
High School grad, neat appearance, some typing, 5 day week. Company benefits. Call for appointment.
Ramshaw Photo
29299 Franklin Rd., Southfield
358-5110

Secretaries
WITH SHORTHAND
Typists
Bookkeepers
10 Key Clerks
Data Entry
Switchboard
Dictaphone
We need your skills! Work temporary assignments while earning top pay "the Kelly Way". Many long and short term assignments available immediately.
29449 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 109, Troy
362-1180
23777 Greenfield
Suite 122, Southfield
424-9100
KELLY SERVICES
The Kelly Girl People
Equal Opportunity Employer M/F

SECRETARY
Immediately, 12 months, 8 hours per day. Shorthand equivalent required. Benefits. Apply in Personnel Office
BLOOMFIELD HILLS SCHOOLS, DISTRICT
4175 Andover, Bloomfield Hills
An Equal Opportunity Employer

TOP POSITIONS IN FARMINGTON
INSIDE SALES SECRETARY
With shorthand preferred, entry level
SALES SECRETARY
SUBURBAN OFFICE SERVICES
477-9840 477-9842

504 Help Wanted Office-Clerical

WITT
WOULD LIKE TO GET TO KNOW YOU BETTER
All Witt Temporary Employees are included in our bonus program. We offer TOP WAGES for TOP SKILLS. Work close to your home.
SECRETARIES
TYPISTS
ALL OTHER OFFICE SKILLS
NO FEE NO CONTRACT
ORCHARD LAKE 681-7445
FARMINGTON 478-8088
LIVONIA 525-0330
DEARBORN 565-8060
CLAWSON 585-6387
WITT
The Temporary Help People

A BANK SECRETARY
8198 WX. Spots available. Fee Paid by employer for persons with Typing & Shorthand, previous experience not necessary. Employment Center
1626

ADMINISTRATIVE ASSISTANT - girl with life insurance experience required. Busy, demanding office must have ability to grasp legal and tax matters; must be capable of making decisions, taking the initiative; self reliant, hard working and figure aptitude a must. Career minded only need apply. Please call Mim De George 352-0300

ADMINISTRATIVE ASSISTANT, Jewish Community Center, West Bloomfield. Ability to organize and work independently. Strong secretarial skills. Excellent fringe benefits. Salary commensurate with experience and background. Call 661-1000, Ext. 205.

ADMINISTRATIVE
Office Position.
Enthusiastic, pleasant on phone, eager to learn, typing required, computer training possibility. Troy - Madison Heights location. Mr. Descalopoile 585-5735

ADVERTISING AND Sales Promotion Department of Fortune 100 company seeks self-starter for light typing, filing and maintaining mailing list accurately. Excellent benefits and compensation. Interested applicants should call or send resume to L.G. Ciancio, P.O. Box 5090, Southfield, MI 48037. 775-5550

AIM FOR THE TOP
Suburban branch office of large company seeks person with common sense and office skills. 3759 month.
Call Nancy.
644-4500
SNELLING & SNELLING AGENCY

A NATIONWIDE Income Tax firm needs temporary clerical help. No experience necessary. Full time or part time, day or evening shifts. $3.50 per hour. Plymouth location. For more information call 459-8704

ANSWER PHONE
A 52 Year old sales company seeks a dependable typing person to answer our phone. Duties in our Birmingham office also include light typing and filing, call 645-1360

AUTO BILLER
needed at once, dealership experience preferred. Livonia location. Call office manager. O'hara Datsun. 425-3311

AUTO CUSTOMER RELATIONS
Person with good phone personality to contact service customers. Prefer person with some parts or service background. Contact Paul Hennis at STU EVANS Lincoln-Mercury, 32000 Ford Rd, Garden City
425-4300

AUTO DEALER - N.W. area G.M. Dealer needs experienced bookkeeper to handle insurance receivables and warranty claims. Excellent pay and benefits. Contact Mike Sante, Morris Buick Co. 342-7100

AUTOMOBILE OFFICE MGR.
Fantastic chance to combine your interest in accounting with personnel management functions. Terrific benefit plan. Roger Penske Chevrolet, 28111 Telegraph Rd, Southfield. 355-1000

AUTOMOBILE OFFICE MGR.
Fantastic chance to combine your interest in accounting with personnel management functions. Terrific benefit plan. Reply to Box 382, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BIRMINGHAM law firm desires, dictaphone typist, no experience necessary. Must type 60 wpm. Call Mrs. Bush.
642-2440

BOOKKEEPER-Accounts Receivable to handle daily sales report, for retail stores. Typing. Royal Oak location, send resume and salary requirements to: Box 41200,Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BOOKKEEPER-ACCOUNTANT
For CPA office in Bloomfield Hills. Must be experienced in double-entry bookkeeping, preparation of payroll and income tax returns. Only highly qualified need apply.
858-2400

504 Help Wanted Office-Clerical

AUTO-SWITCHBOARD
Recent High School graduate with some experience. Must be able to type 45WPM, excellent benefit plan. Roger Penske Chevrolet, 28111 Telegraph, Southfield. 355-1000

BOOKKEEPER AND payroll, for retail furniture store. Mon., Tues., Thurs. Friday. 9-5:30pm. Accuracy, efficiency and speed with figures most essential. Scandesign/Branch Interiors, W. Bloomfield, Mrs Branch 626-0031

BOOKKEEPER - experienced in restaurant preferred, sales, accounts receivable, payables, payroll, payroll & sales tax returns. Salary commensurate with experience. 477-1787

BOOKKEEPER for insurance agency with automated system. Supervisory position. Salary commensurate with experience. 355-4400

BOOKKEEPER
Full charge, posting through Adjusted Trial Balance, all Payroll Taxes plus sales tax, 12 Mile-Southfield Area.
559-1475

BOOKKEEPER
Full time.
Must have experience with Medicare and Medicaid for Nursing Home in Farmington.
476-8300

BOOKKEEPER - Livonia area, retail experience helpful, accounts receivable, accounts payable, collections, salary negotiable, benefits. 477-1039

BOOKKEEPER - mature person preferred for part time work in law office. Ask for Mary Ann 645-2600

BOOKKEEPER needed for Northville construction company. Accounts Receivable, payables, payrolls, including payroll tax return. Light typing helpful. Apply 424 N. Center St.

BOOKKEEPER/SECRETARY
Experienced bookkeeper with strong accounts receivable background and good secretarial skills, including IBM Executive typewriter, needed for challenging job. Birmingham/Royal Oak area. Small office. Call between 10 AM -2 PM 549-9230

BOOKKEEPER to do complete set of books for landscape company. Accounts payable, accounts receivable, payroll, and P&L. Must have own transportation. Monday thru Friday. Rochester area 652-6252

BOOKKEEPER - TYPIST
Southfield - 12 Mile
CPA office. 559-3757

BOOKKEEPER WANTED - for Manufacturers Rep. office, part time, hours flexible, experienced only. Mr. Funke. 645-1183

BUILDER'S OFFICE. Experienced person for general office and some bookkeeping. Full time. 2 girl office. Farmington Hills area. 553-3450

Burglar Alarm Co. Needs
Switchboard monitor. Will train at $3 per hour. Mature person desired with some phone experience. Part time on evening shift available. Call for appointment.
864-8900

BUSY BUILDERS office needs secretary. Shorthand, typing & telephone. Full time position, experience required. Call 399-8300

BUYER SENIOR-for well established firm in northern suburbs. Three years experience in manufacturing. To 20M. Fee Paid.
ACCURACY
Personnel Service
642-3050

CASHIER/RECEPTIONIST for car repair facility, interesting work, good working conditions. Apply Morrie's Service Center 24844 Southfield Rd., corner 10 Mile Rd.

Choose Your Hours!
CHOOSE YOUR LOCATION
Work for top firms in the detroit and Northern suburbs.
No fees or contracts.
We have long and short term assignments. All office skills needed. contact
SCOTT GROUP
334-9750
1383 N. Woodward, Suite 20
Bloomfield Hills
OR
642-9232
738 S. Washington, Royal Oak
TOTAL EMPLOYMENT SERVICE

CHURCH SECRETARY, Beech Daly at 8 Mile, mornings, 16 hours a week, yearly salary, $2357. Call AM
534-4907

CLERICAL help for Fridays only 8:30 AM to 4:30PM, $3.75 per hour. Birmingham area. 644-2666

CLERICAL, part time, 5 day week
569-4719
An Equal Opportunity Employer

CLERICAL/PHONE - Part time answering phones, dispatching, & light clerical/typing. Apply in person: 3000 Town Center, Suite 690 358-4880

CLERICAL RECEPTIONIST-Immediate opening in the Farmington area for Consolidated Stations. For more information call 851-0620
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

WITT
WOULD LIKE TO GET TO KNOW YOU BETTER
All Witt Temporary Employees are included in our bonus program. We offer TOP WAGES for TOP SKILLS. Work close to your home.
SECRETARIES
TYPISTS
ALL OTHER OFFICE SKILLS
NO FEE NO CONTRACT
ORCHARD LAKE 681-7445
FARMINGTON 478-8088
LIVONIA 525-0330
DEARBORN 565-8060
CLAWSON 585-6387
WITT
The Temporary Help People

A BANK SECRETARY
8198 WX. Spots available. Fee Paid by employer for persons with Typing & Shorthand, previous experience not necessary. Employment Center
1626

ADMINISTRATIVE ASSISTANT - girl with life insurance experience required. Busy, demanding office must have ability to grasp legal and tax matters; must be capable of making decisions, taking the initiative; self reliant, hard working and figure aptitude a must. Career minded only need apply. Please call Mim De George 352-0300

ADMINISTRATIVE ASSISTANT, Jewish Community Center, West Bloomfield. Ability to organize and work independently. Strong secretarial skills. Excellent fringe benefits. Salary commensurate with experience and background. Call 661-1000, Ext. 205.

ADMINISTRATIVE
Office Position.
Enthusiastic, pleasant on phone, eager to learn, typing required, computer training possibility. Troy - Madison Heights location. Mr. Descalopoile 585-5735

ADVERTISING AND Sales Promotion Department of Fortune 100 company seeks self-starter for light typing, filing and maintaining mailing list accurately. Excellent benefits and compensation. Interested applicants should call or send resume to L.G. Ciancio, P.O. Box 5090, Southfield, MI 48037. 775-5550

AIM FOR THE TOP
Suburban branch office of large company seeks person with common sense and office skills. 3759 month.
Call Nancy.
644-4500
SNELLING & SNELLING AGENCY

A NATIONWIDE Income Tax firm needs temporary clerical help. No experience necessary. Full time or part time, day or evening shifts. $3.50 per hour. Plymouth location. For more information call 459-8704

ANSWER PHONE
A 52 Year old sales company seeks a dependable typing person to answer our phone. Duties in our Birmingham office also include light typing and filing, call 645-1360

AUTO BILLER
needed at once, dealership experience preferred. Livonia location. Call office manager. O'hara Datsun. 425-3311

AUTO CUSTOMER RELATIONS
Person with good phone personality to contact service customers. Prefer person with some parts or service background. Contact Paul Hennis at STU EVANS Lincoln-Mercury, 32000 Ford Rd, Garden City
425-4300

AUTO DEALER - N.W. area G.M. Dealer needs experienced bookkeeper to handle insurance receivables and warranty claims. Excellent pay and benefits. Contact Mike Sante, Morris Buick Co. 342-7100

AUTOMOBILE OFFICE MGR.
Fantastic chance to combine your interest in accounting with personnel management functions. Terrific benefit plan. Roger Penske Chevrolet, 28111 Telegraph Rd, Southfield. 355-1000

AUTOMOBILE OFFICE MGR.
Fantastic chance to combine your interest in accounting with personnel management functions. Terrific benefit plan. Reply to Box 382, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BIRMINGHAM law firm desires, dictaphone typist, no experience necessary. Must type 60 wpm. Call Mrs. Bush.
642-2440

BOOKKEEPER-Accounts Receivable to handle daily sales report, for retail stores. Typing. Royal Oak location, send resume and salary requirements to: Box 41200,Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BOOKKEEPER-ACCOUNTANT
For CPA office in Bloomfield Hills. Must be experienced in double-entry bookkeeping, preparation of payroll and income tax returns. Only highly qualified need apply.
858-2400

504 Help Wanted Office-Clerical

CLERK-ADJUSTMENTS
We are looking for an individual with a general office background and the ability to effectively deal with the public. Applicants must type 55-60 wpm and have experience or schooling in the areas of Accounting or Bookkeeping. If qualified, contact Jean Kendall.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300,ext 284
An Equal Opportunity Employer

CLERK TYPIST
Immediate opening in the Mortgage Department of our Birmingham Office, located at Adams and Haynes.
Accurate typing and general office skills required. Interested persons contact Mortgage Manager at
646-9340
1st Federal Savings of Detroit
An Equal Opportunity Employer

CLERK/TYPIST needed for large auto dealership. Some office experience necessary. Call for interview, appointment-ask for Mrs. Brown. 335-9000

CLERK TYPISTS
A prominent Southfield Bank has openings of clerk typists. Previous clerical experience preferred but will train individuals with typing skills. Good benefit program. Michigan National Bank Oakland. 560-1700 ext. 208 or 298.
An Equal Opportunity Employer

Color Information Coordinator
Fortune 100 company needs mature person with good aptitude for color, good communication skills, pleasant telephone personality, typing and filing experience. Send resume to A. R. Maul, P.O. Box 5090, Southfield, Mich. 48037.
An Equal Opportunity Employer

Coming Soon:
SPRING
Earn money for your new spring wardrobe. Work day to day or week to week. We need clerks, junior typists & receptionists. Call now, Spring is near.
Temporary Staff Co.
Troy Southfield
352-7522 353-0585

COMPUTER OPERATOR
part-time, (8), evenings from 4 to 10. System 3, model 10, minimum of 6 months experience. Call Vern between 9 and 4 649-4444, ext. 311

CRT OPERATOR, typist, day and evening shift, 40 hour week, 50 WPM required. Pay good, Southfield area. Call Monday thru Friday 9 to 5 PM. 424-8770

DATA ENTRY OPERATOR-TYPIST
Experienced key puncher or data entry operator to input data on CRT. Typing skills required. Excellent salary and fringe benefits. Send resume to E. H. W., P. O. Box 25, Detroit, Mich. 48232.

DETROIT COUNTRY Day School has an opening in the Academic office for a year-round Secretary. The position entails diversified office duties. Requires responsible person with excellent typing skills, some shorthand, and ability to deal with people. 646-7717

DICTAPHONE and general office work in small pleasant insurance claims firm Southfield. Call Mr. Myers or Mrs Clark. 353-1300

DICTAPHONE SECRETARY - work for staff trainer, 60 wpm dictaphone, and typing 55 WPM, benefits, $725. fee paid.

LEGAL TRAINEE - good spelling, penmanship, dictaphone and 45 WPM typing. Bloomfield Hills, full benefits, $800. Fee paid

LOIS RAY PERSONNEL
559-0560

DOCTOR'S OFFICE, Troy. Receptionist, full or part time. Medical background not necessary. Similar experience with quality. Individual should have some secretarial skills and be responsible & mature. Pleasant office & good benefits. Call Mon. thru Fri. between 2 PM - 4 PM 271-6116

EFFICIENT PERSON, needed for clerical position, must be reliable, no previous experience necessary, will train. Typing preferred. Farmington Hills. 477-2490

EXECUTIVE SECRETARY, 8Mile, Grand area, Redford. Shorthand. Bookkeeping experience. 5 day week. For appointment, call 255-4010

EXECUTIVE SECRETARY
Opportunity for ambitious, intelligent, outgoing individual with good typing and shorthand skills. Position demands perfection and responsibility. Salary commensurate with ability and willingness to learn. Please submit applications, excellent benefits. For appointment call 353-2200

EXECUTIVE SECRETARY
for
Southfield Office
of American Plan Administrators Inc
31 HOUR WORK WEEK
TOP SALARY
For mature self starter with ability to organize office work flow, excellent typing skills, ability to take dictation and meet public. Call 557-2355 for interview 557-2355

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Opportunity for ambitious, intelligent, outgoing individual with good typing and shorthand skills. Position demands perfection and responsibility. Salary commensurate with ability and willingness to learn. Please submit applications, excellent benefits. For appointment call 353-2200

EXECUTIVE SECRETARY
Fast paced, challenging position for an experienced Secretary. Good typing & office skills. Some light bookkeeping. Pleasant working conditions. 424-9292

EXPERIENCED Secretary with shorthand and some accounting background for manufacturing company in Canton area. One girl office. Starting $5 per hour. Call 482-1118

FAST GROWING Detroit manufacturer is looking for office personnel with accounting and varied office experience for its north suburban office. Top salary and fringe benefits. 398-2626

SOUTHFIELD
Law firm needs full time file clerk. Pleasant atmosphere. Call Vicki.
353-6500

FOR CLOSING department of real estate related service company. Must be well organized individual with 1 year experience. Must have accurate typing skills, personal poise in dealing with lenders, brokers, and transferees. Permanent full time position. Send resume and salary history to Box 606, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.
An Equal Opportunity Employer

FULL AND PART TIME positions available, office & clerical
Ask for Miss Frances at 569-1144

FULL TIME file clerk for Southfield Law Firm. Must be hardworking, conscientious person for position that includes a variety of duties. 358-4660

FULL TIME salaried positions as clerk typist in pleasant office atmosphere. Included are all company benefits. For personal interview call Dianne Fiske
968-0300

FULL TIME supervisory position on 47-person shift in private lab for mature individual. Will train. Call between 12-3 pm 557-8080

General Accounting Clerk
Capable of handling all payable functions including analytical reports. Also assist with payroll and general accounting. Contact personnel office.
KINGSWOOD HOSPITAL
FERNDALE
398-3200, ext 207

GENERAL OFFICE help needed Farmington Hills area, full time. Experience preferred. Typing and shorthand necessary. 553-2230

GENERAL OFFICE CLERICAL
Payroll, 10 key adding machine. Light bookkeeping and typing experience necessary. Must be pleasant and dependable. Call Darlene
642-9550
KAY BAUM, INC.

GENERAL OFFICE
Typing, clerical, telephoning and customer contact. Full time, small office. Northwest employer. Call week days or Saturdays.
532-3812

GENERAL OFFICE
Excellent salary to qualified person. Must have knowledge of bookkeeping, accounts payable and be accurate typist. Company is a well established property management concern.
Bloomfield Management Company
1100 Ownedale, Troy.
524-2211

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
12 Mile & Farmington Rd.
553-2000

GENERAL OFFICE WORK-5 days. Carefree area, good typing and record keeping skills necessary. Call 455-7654

GENERAL OFFICE - Typing, filing, and phone. Full time. Jeffries Freeway, Farmington Road area. 398-6085

GENERAL OFFICE - Mature experienced individual for a diversified position including reception and inventory control. Good phone manner and typing essential. Immediate opening with growing Novi firm. Good pay and benefits. Call for appointment 349-6800

504 Help Wanted Office-Clerical

GOOD TYPIST, 60 wpm minimum, dictaphone, busy engineering sales office. Wixom area. 349-4200

HANDLE MAIL - and filing for Birmingham law firm, light typing. Excellent company offers benefits, salary $650 to $700 and pays agency fee.

FULL CHARGE — bookkeeper, for Plymouth company. Thru trial balance plus cost accounting. Type 50. Salary $12,000 to $15,000 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

HEAVY Telephone work.Southfield area 9AM-5PM Mon. thru Friday. No typing necessary. Insurance or medical background helpful. Call 644-0303

IMMEDIATE OPENING, typist in Troy area. Small office. 35 hours a week. Vocational organization with usual fringe benefits. Phone for appointment
352-2446

INSURANCE OFFICE needs good typist. Northland area 5 days. will train beginner. 569-1030

INSURANCE - Opportunity for experienced person qualified to assume responsibility of personal lines department of casualty insurance agency in Birmingham Also part time position open in commercial department. Days 646-6652 or evenings 681-0231

INSURANCE POSITION available in Southfield agency. Must be able to type. Experience preferred, good advancement with good benefits. Salary open
557-5575

INSURANCE
Southfield agency looking for individual experienced in personal lines. Call Mrs. Valentine.
357-4500

INVOICE Clerk, immediate opening, person with ability to operate office machines, basic typing skills and accounting knowledge, excellent insurance package with pleasant working conditions. Located in new office building in Farmington Hills Call Steve Passek. 851-7700

JR. SECRETARY
Challenging opportunity for experienced secretary, typing 60 WPM, shorthand 70 WPM. For further information, contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
553-2000

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings on all shifts. Excellent benefits and incentive pay.
Livonia 569-2220
Utica 254-1910

LEGAL SECRETARY immediate opening, suburban northwest firm. Good typing, shorthand, thinking essential. Salary commensurate. For appointment 626-9722

LEGAL SECRETARY wanted. Experience required Salary commensurate with experience. Southfield area. Call Sue. 354-3780

LEGAL SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid.
HILLSTROM & ROSS AGENCY
676-8188

LEGAL Secretary for downtown office. Experienced or will train. Neat appearance good typing. 963-7755

LEGAL SECRETARY, experienced for small office in Birmingham Salary commensurate with experience and ability. 645-0702

LEGAL SECRETARY
Experience in Real Estate and Corporate law helpful. Good typing and shorthand skills required. Excellent salary and benefits Call 559-5200, Ext. 154

LEGAL SECRETARY
Experience in Domestic Relations and Real Estate helpful. Good typing and shorthand skills required
Call 559-5200 Ext. 154

LEGAL SECRETARY
TRAINEE, $875
Beautiful office. Great opportunity to use your good skills. Hurry for this choice fee paid position.
353-2090
SNELLING & SNELLING PERSONNEL

LEGAL SECRETARIES
WELL KNOWN Southfield practice needs a poised, polished, and well groomed Legal Secretary with solid office skills. No Fee. Salary to $12,000.
THE LOCATION is the beautiful Fisher Bldg. The work revolves around real estate land development. Should be a fast and accurate typist. No Fee. Salary to $13,830.
WORK IN TROY. Practice is engaged in much litigation concerning corporate matters. Solid benefit package. No Fee. Salary to $11,500.
MANY FINE openings now exist for candidates seeking permanent, part time or temporary positions. Evening interviews can be arranged by appointment.
PERSONNEL AT LAW
2000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

LEGAL SECRETARY
6 Mile & Telegraph area, good typing skills, phone experience necessary, legal experience preferred, salary commensurate with experience. 255-6600

LEGAL SECRETARIES
Wanted by Northwest Firms. Excellent benefits with salaries to $12,000 if you have 1 to 3 years legal experience and type at least 60WPM. Fees always paid by employer. Contact Robin at Kay Personnel Consultant. 642-7742

504 Help Wanted Office-Clerical

LEGAL SECRETARY
wanted for small firm at 9 Mile and Greenfield. 968-2100

LEGAL SECRETARY -for Municipal Attorneys in Farmington Hills. Dictaphone experience preferred. Salary commensurate with ability. 626-3448

LONG TERM CAREER-One real sharp bookkeeper, stat typist for growing CPA firm. CPA office experience necesary, dictation. Minimum of $300 week for right person. Fee Paid.
ACCURACY
Personnel Service
642-3050

MORTGAGE PROCESSOR
for high volume real estate office. Must know mortgage financing including FHA-VA and preparation of closing statements. Immediate opening. Call Mr. Duroe or Mr. Doyle.
255-5212

MORTGAGE SERVICING TRAINEE
Excellent opportunity for young person to learn all facets of the operation of mortgage banking. Must have typing ability and aptitude for figures. Call between 10AM-4PM 353-5700

MORTGAGE SERVICING
Southfield home office of a rapidly expanding mortgage company has immediate openings for qualified experienced personnel in the following positions: Payoffs and Assumptions, Taxes, Customer Service. We offer excellent working conditions and competitive salaries for people oriented individuals. Please call Mrs Anderson at 353-6700 for personal interview.
An Equal Opportunity Employer

NON-TYPISTS
CLERKS - GENERAL OFFICE
Immediate openings qualified experienced
19300 Middlebelt Suite 310E
Livonia
26075 Woodward Suite 305
Huntington Woods
543-1080

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

OFFICE ASSISTANT
Schedule and direct the flow of people and projects with this suburban Corporation $750 start. Needs organizational skills but no shorthand. Call 562-8900. Your new boss pays our fee!

HARRIET SORGE PERSONNEL

OFFICE Clerical positions available in South/Ann Arbor. Filing clerks and desk positions. Fringe benefits. Call between 8am-4pm 354-3750

OFFICE in Troy needs full and part time people, duties include typing, filing, phone answering and dictaphone 689-6100

OFFICE POSITION
Immediate full time opening in our main office, interesting job opportunity for individual with typing and shorthand skills. Pleasant phone voice. Excellent working conditions. Positive benefit program including profit sharing. Apply 9am-5pm, 12985 Wayne road, off Schoolcraft, Livonia.
HADLEY'S

ORDER DESK
Order Taking, pricing, light typing, good phone manner. 255-1355

PART TIME
No experience necessary.
WRIGHT KAY JEWELERS
12 OAKS MALL
348-0080

PART TIME office help wanted. Must be able to work evenings & weekends. Apply Art Van Furniture, 35322 Plymouth Road, Livonia

PART TIME
REAL ESTATE SECRETARY
Experience definitely required. Please reply to Box 20, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

PERMANENT, part time general office work. Flexible hours can be arranged. Immediate opening. Resume to The Quaker Oats Co., 6100 Telegraph, Suite 308, Bloomfield Hills, Mi. 48013

PERSON FRIDAY. Must be able to work without supervision, ability to retain knowledge and follow-up orders, typing a necessity, good business math helpful. Must work on Sat which may vary in hours, will have 60 hour week. Contact Robert Zimmerman. 356-0300

PERSON FRIDAY, Livonia. Diversified job and fast advancement for neat, level headed person with good phone personality, as well as typing ability. Great benefits, profit sharing, an opportunity to learn light bookkeeping. Work experience helpful.
525-0311

POSTING CLERK
Will consider Advanced Accounting student 8:30-5, 5 days, Thurs and Fri. off. Company paid vacation and fringe benefits. Contact Mr. Zack at.
255-7100

Purchasing Clerk
Novi based fabricator of material handling systems has a full time opening for a Purchasing Clerk. The duties of this position include the typing and filing of invoices and orders, placement and follow-up of orders for standard parts and components, it also involves inventory control and record keeping. Applicants should have 1-3 years minimum experience in the above areas and be able to type 50 WPM.
We offer an excellent starting salary and company paid benefits. If interested send resume to
Paul Wittig
Leading Automation
42300 W. 9 Mile
Northville, Mich. 48167
An Equal Opportunity Employer

REAL ESTATE
MORTGAGE PROC. & CLOSING DEPARTMENT
Permanent position for a top level secretary. Good typing skills - experience or similar background necessary. Pleasant working conditions and favorable hours. Salary commensurate with experience and ability - plus profit sharing and a liberal bonus. Call Don Wolfe 421-5660.
HARRY S. WOLFE CO.
32398 Five Mile Livonia

REAL ESTATE OFFICE HELP
Mature person, part time, should live in Garden City. Good typist. Accuracy more important than speed. Call Jan. Earl Keim West. 522-2191

RECEPTIONIST-PERSON FRIDAY
Birmingham Real Estate office. Good typing skills and telephone voice. Immediate opening. By appointment. Mr. Cheyrou. 642-8100

RECEPTIONIST/SECRETARY with people ability. This job requires initiative & flexibility. Located in Birmingham. 644-2852, Professional Placement Partners.

RECEPTIONIST with P.B.X. experience for country club, afternoon shift, 5-6 days including weekends. Excellent wages & fringe. Call Barbara: 851-2300

504 Help Wanted Office-Clerical

CLERK TYPISTS
Full time positions available for capable CLERK-TYPISTS with speed of 50-60 w.p.m. Must be an accurate typists and enjoy working with figures.
Will perform a variety of assignments. Work is most interesting and varied. Salary and outstanding benefit program including life, hospitalization, dental, optical and prescription plan. Free parking provided. Call:
835-9500, ext. 242
CORPORATE PERSONNEL
BORMAN'S, INC.
(Farmer Jack's SUPERMARKETS)
An Equal Opportunity Employer M/F

TYPIST
Currently, we are recruiting to fill a vacancy in the Southfield area. Typist I applicants must be Oakland County residents, H.S. graduate or G.E.D. equivalent and type 40 w.p.m. Typist II must also have 2 years clerical experience within the last 5 years or 6 months experience immediately following graduation from a business/vocation school. Salary: $8,931 - $11,546.
For further information or application package, please contact the Personnel Department:
Oakland County
1200 N. Telegraph • Pontiac, MI 48053
(313) 858-0530
An Equal Opportunity and Affirmative Action Employer
Daniel T. Murphy, County Executive

NATIONAL SHAREDATA CORP.
A WESTERN UNIONTELE-PROCESSING DIVISION
DATA PROCESSING PROFESSIONALS
National Sharedata is a nationwide computer services corporation with 41 locations throughout the United States. Our expansion plans are directed towards increasing data processing services currently provided to our banking, manufacturing and health care industries.
Systems/Programmer - Experience in IBM OS systems, generation maintenance, on line system development and performance measurement.
Programmer/Analysts - 2 or more years experience using OS Cobol, OS utilities and production JCL. Positions at our Troy Center.
Data Control Analyst - Our Troy center needs individuals with experience in job setup, scheduling, balancing, report distribution and JCL.
Computer operators - minimum of 1 year experience operating 360/370 equipment with OS/HASP.
Positions are in our Troy Center.
Send confidential resume or call:
National Sharedata Corporation
Production Manager, P.O. Box 430
Troy, MI 48099
(313) 879-8700
An equal opportunity employer

504 Help Wanted Office-Clerical

PART-TIME TELLERS
TYPISTS
SECRETARIES
MACHINE OPERATORS
CLERKS
National Bank of Detroit will be interviewing at the Southland Center for Part-Time Tellers and other part and full-time positions as: Typists, Secretaries, Machine Operators, 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 the Southland Center