Help Wanted

502 Help Wanted Dental-Medical

DENTAL OFFICE MANAGER, familiar with insurances, excellent opportunity for qualified, mature, experienced person. Redford area. 537-6587

DENTAL OFFICE manager-receptionist, experience preferred, full time, attractive fringes and summer schedule 7 Mile-Beech Daly area. Call 9-6PM 553-2178

DENTAL RECEPTIONIST Assistant. Experienced preferred. Livonia area. 477-6753

DENTAL RECEPTIONIST - Business Office Assistant for oral surgery specialist office, Livonia. Full time, 40 hrs. between 12-5PM 477-3366

DENTAL RECEPTIONIST Insurance, billing, experienced only. For interview call Mrs. Kingery, 591-4950

DENTAL RECEPTIONIST - experienced, excellent opportunity for bright, pleasant gal in group practice. Good starting salary & benefits Waterford. Call 12-1, 5-6 681-3631

DENTAL RECEPTIONIST, Livonia, please come to interview us. Increased wages and benefits, some experience preferred, no Sat. Please call 261-8110 or 261-3763

DENTAL RECEPTIONIST part time, mature woman preferred. Some typing, experience helpful. Livonia area. Apply Box 410 Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL specialists office needs neat, mature, bright woman for office manager receptionist. Experienced preferred. Southfield area 557-6749

DENTAL TECHNICIAN TRAINEES For Crown & Bridge Lab in Southfield, phone 357-1820

EMERGENCY ROOM - RECEPT Saturdays and Sundays, 2pm-10:30pm. Good typing skills required. Previous office experience desirable. Apply: Personnel Office, Redford Community Hospital, 25210 Grand River.
An Equal Opportunity Employer

EX-RAY TECH.
Large Multi Specialty Clinic in Detroit-Southfield Area. Must be registered or eligible, good benefits. Call Mr. Blundell, Ext. 279. 538-4700

FULL TIME DENTAL ASSISTANT wanted, experience required. Benefits. Plymouth area 453-3166

FULL TIME Medical Receptionist, with experience. W. Bloomfield area. 855-1441

IF YOU ARE experienced in 4-handed dentistry but have inadequate salary and fringe benefits. For your skill and efforts, call 626-7242

INSURANCE CLERK for Orthopedic office. Experience with Blue Cross & private insurance claims preferred. 644-6360

LIVONIA-charmingdale dental assistant, experienced, full or part time. For interview, call 427-4525

LOOKING FOR right young lady - receptionist clerical position in busy doctor's office. Westland area. Experience preferred. Ability, personality, appearance important. Call between 12 and 2 PM. 425-2200

LPN
Care of female invalid. Excellent wages, 3 days, permanent job. Farmington Hills After 6. 474-8882

LPN
PART TIME, flexible hours, typing skills a must. Coordinating for Home health care agency.
ABCARE
424-8377

LPN
PART TIME, flexible hours, typing skills a must. Coordinating for home health care agency.
ABCARE
424-8377

LPN-RN and/or DENTAL ASST
Westland area. P.O. Box 408, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

MATURE RECEPTIONIST for Southfield-Farmington Hills 4½ day dental office. Good typing ability, salary desired, to Box 378, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE WOMAN to work in medical office, Livonia - Novi area, experience with X-rays, venipunctures and lab tests helpful. Willing to train right person. Must be able to work well with patients and other staff. Call for appt. 476-6600

MEDICAL ASSISTANT, BP, VP, EKG, X-ray, good salary & benefits. Birmingham area. No weekends. 647-7280

MEDICAL ASSISTANTS
Full and part time. Please apply in person. Pediatric Associates of Farmington, 28133 Grand Lake Rd., Farm.

MEDICAL ASST-part time, experienced, in Vena Punctures, EKGs, Injections. Southfield area. Call 9am-5pm, 354-9665

MEDICAL Asst. for Troy Physician, experience necessary, EKG, vena puncture, etc. Call afternoons. 855-1359

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT. LPN, PEDIATRIC office - injections, flexible hours, part time. Birmingham area. Send resume to Box 482 Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

MEDICAL ASST., experienced in EKG and front desk. Livonia area, call 16AM to 5PM. 464-6310

MEDICAL RECEPTIONIST full time and part time openings for 4 doctor office in Livonia-Plymouth area. Call Mr. Muir. 464-9200

MEDICAL SECRETARY, Oral Surgery practice. Westland area. Knowledge of typing, filing, Insurance Forms and Peghoard System. P.O Box 408, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

MEDICAL SECRETARY - for busy office, experienced, excellent benefits etc. Grand River & Eight mile area. 478-7733

MEDICAL SECRETARY - Assistant. Surgeons office in Troy seeks a mature, responsible person with good typing and phone skills Excellent salary and benefits for qualified individual. Send resume to Box 274, An Equal Opportunity Employer

MEDICAL TRANSCRIBER-6 months experience. Oakland Mail area. Send resume to Box 452Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

MED-RECPT ASSISTANT
For Farmington Hills Allergy office, good pay, for experienced individual, part time only, Please send typed resume to: P.O. Box 298, Southfield Mich. 48037.

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

NURSE AIDES
All shifts, full time only. Will train, good benefits. New starting rate. See Ms. Watkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
Equal Opportunity Employer M/F

NURSE AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for midnights.
EARN $2.95 - $3.60 HR.
APPLY NOW
HENDRY
Convalescent Center
105 Haggerty, Plymouth
455-0510

NURSE AIDES
Full time, all shifts. Apply in person.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
Between Grd River & 8 Mile

NURSE AIDES
With experience and transportation needed to work in hospitals, nursing homes & private homes. Experience the freedom & flexibility of scheduling when you are available to work. No fees Excellent wages, work near home.
AMC HEALTH CARE I
Livonia - Suite 103W, Livonia Office Pavilion Across from Livonia Mall, 19500 Middlebelt. Mon. 1-4 PM., Wed. & Fri. 10-2 PM.
478-2590
SOUTHFIELD - Suite 218, 17000 W. 8 Mile, Mon., Wed., Fri. 12 - 4pm
669-2781
PONTIAC - Suite 205, Capital Savings & Loan, 75 W. Huron at Wideltack. Tues. & Thurs. 1-4pm.
338-6880

NURSE AIDES
All shifts, full time. Apply in person.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
Between Grd River & 8 Mile
476-8300

502 Help Wanted Dental-Medical

NURSES AID
MIDNIGHTS 11-7
GOOD WAGES & BENEFITS
Apply in person
WISHING WELL MANOR
520 W. Main St.
Northville

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 Mileage
Holiday Pay
In Service
Education
MEDICAL
PERSONNEL
POOL
BLOOMFIELD
PONTIAC
334-9220
DETROIT
SOUTHFIELD
569-1950
DEARBORN
DOWNRIVER
562-0900

OPTHALMIC ASSISTANT to work with patients. Must be neat, personable and have automobile. Experienced preferred. 649-5536

OPTOMETRIC ASSISTANT wanted. Experienced only for highly professional Livonia Office. Full or part time. Call 464-6060

PART TIME Dental Assistant for Livonia specialty practice. Experience preferred. Weekdays only. Call Betty. 537-7313

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

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

RECEPTIONIST - Business Assistant for oral surgery office, Livonia. Monday to Friday, 8 to 5 PM. 427-3387

RECEPTIONIST
Excellent opportunity for Medical Receptionist. Busy medical office. N.W. area. 569-0408

RECEPTIONIST for Prevention Oriented Dental Office, Maple-Telegraph. Experience preferred. Non-Smoker. 642-5460

REGISTERED NURSE
ON CALL
We have an immediate opening for a Registered Nurse with Operating Room/Recovery Room experience. If you are interested in working on an "as needed" basis and becoming a part of our dynamic and growing team, call Personnel for more information.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

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

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

RN/MA
Great Opportunity in friendly MD's office. Experience in VP, INJ & EKG a must! 4 days, no Wednesdays or Saturdays.
TOWN & COUNTRY
EMPLOYMENT CENTER
Med. Dental Div. 474-1717

RN, midnight supervisor, good salary, 5 eights per week. Sherwood Hall, 3030 Greenfield, Royal Oak. 548-6610

RN OR LPN
Full or part time, Pontiac area 334-4722

RNS & LPNS
Higher wages, Blue Cross benefits, Credit union available. Inquire with Mrs. Rich.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
Between Grd River & 8 Mile
476-8300

502 Help Wanted Dental-Medical

RN'S -LPN'S
Experience the freedom and flexibility of scheduling when you are available to work. No fee. Excellent wages. Challenging opportunities.
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478-2590
SOUTHFIELD - Suite 218, 17000 W. 8 Mile, Mon., Wed., Fri. 12 - 4pm
669-2781
PONTIAC - Suite 205, Capital Savings & Loan, 75 W. Huron at Wideltack. Tues. & Thurs. 1-4pm.
338-6880

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

SECOND Receptionist wanted for busy Birmingham Orthopedic practice. Days only, no Saturdays. 644-6360

TRAINED MEDICAL ASSISTANT, experienced only, full time for busy Troy practice. 689-3451

X-RAY TECHNICIAN, part time, mornings, Troy area. Call between 8-4 689-4469

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
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An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BE A
A WINNER
JOIN THE WONDERFUL
WORLD OF WITT
All Witt Temporary Employees are eligible for our bonus program. Work close to your home. TOP PAY for TOP SKILLS.
SECRETARIES
TYPISTS
ALL OTHER
OFFICE SKILLS
No Fee No Contract
FARMINGTON 478-8088
LIVONIA 525-0330
CLARKSON 585-6387
ORCHARD LAKE 681-7685
DEARBORN 565-8060
OAK PARK 967-0356
WITT
THE Temporary Help People

BILLING TYPIST
Major office supply retailer needs typist with heavy experience, typing invoices. Typing speed of 60 WPM required. Permanent position, excellent compensation & benefits for the right person. Woodward-4 Mile vicinity. Call Personnel Manager, Silver's Inc.
883-4410

GAL FRIDAY
for retail office furniture & supply store to assist store manager in processing clients' orders & billing paper work flow to main office. Must possess excellent figure aptitude as well as typing & office skills. Ability to deal with general public. Good growth opportunity for highly motivated person. Tel - 12 Mall Southfield location. Call Personnel Manager, Silver's Inc.
883-4410

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 1968

Receptionist/Typist
Active Real Estate Office seeks individual with good clerical skills, pleasing phone voice, available for full time employment. Contact Jack Keonian at 538-2000.
CENTURY 21
TODAY 538-2000

WORK WHEN
YOU WANT!
SECRETARIES
With Shorthand
TYPISTS
BOOKKEEPERS
10 KEY CLERKS
DATA ENTRY
KEY PUNCH
SWITCHBOARD
We need your skills for temporary clerical assignments. Work as your schedule permits while earning top pay. If interested apply at nearest location:
29410 8 Mile, Livonia
522-6900
2239 S. Telegraph, Bloomfield H.
642-9650
599 W. Big Beaver
Suite 100, Troy
362-1180
33777 Greenfield
Suite 122, Southfield
424-9100
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

A BANK SECRETARY
$198 Wk. Typts available. Fee Paid by employer for persons with Typing & Shorthand, previous experience not necessary. Employment Center 16th

ACCOUNTING
Bookkeeping, peg board experience, accounts receivable, accounts payable, payroll. Troy location. 585-3910

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ALL OTHER
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No Fee No Contract
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CLARKSON 585-6387
ORCHARD LAKE 681-7685
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OAK PARK 967-0356
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TYPISTS
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SECRETARIES
With Shorthand
TYPISTS
BOOKKEEPERS
10 KEY CLERKS
DATA ENTRY
KEY PUNCH
SWITCHBOARD
We need your skills for temporary clerical assignments. Work as your schedule permits while earning top pay. If interested apply at nearest location:
29410 8 Mile, Livonia
522-6900
2239 S. Telegraph, Bloomfield H.
642-9650
599 W. Big Beaver
Suite 100, Troy
362-1180
33777 Greenfield
Suite 122, Southfield
424-9100
KELLY
SERVICES
"The Kelly Girl People"
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A BANK SECRETARY
$198 Wk. Typts available. Fee Paid by employer for persons with Typing & Shorthand, previous experience not necessary. Employment Center 16th

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Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS ADMINISTRATOR
Mature, professional person to work in a fast paced, detail-oriented food broker office now located in Southfield, planning to move to Livonia in 1979. Accurate typing skills & aptitude for figures a must. Office experience required. Excellent salary with full fringe benefits. Please send detailed resume to: D. Pawlowich at P.O. Box 2105, Southfield, Mich. 48037

ACCOUNTING CLERK-Birmingham corporate headquarters needs individuals with light typing and good math aptitude. Salary commensurate with experience. Call Linda Bell, Erb Lumber Company 644-5300

ACCOUNTING FILE Clerk/Typist. Flexible hours including weekends. Bookkeeping experience helpful. Flippo Club Hilton Inn, 14705 Northfield Rd. Plymouth.

ACCOUNTING
Journal posting involves experience in Debit & Credit entries. Super Suburban location combines with $190 to start and extensive benefit package.
CALL 540-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL
RECEPTIONIST
Attractive and personable greeter needed for front desk in prestige Troy location. $88 Depend on your skills and people handling abilities.
CALL 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

ACCOUNTS PAYABLE CLERK. Experience necessary, located in Southfield. Good working conditions and fringe benefits. Please call 358-1151

We
ACCOUNTS
PAYABLE
Experienced, to assist in Accounting Department. Must be mature and have an aptitude for figures. Novi area. Call Ms Harrier weekdays, 10 AM to 3 PM.
349-5000

ACCOUNTS
PAYABLE CLERK
Excellent opportunity available with manufacturing division of Fortune 500 Corporation. This position requires 6 months to 1 year accounts payable experience. Must be high school graduate. Please send letter of application or apply in Person to:
Manager Employee Relations
SELASTOMER DETROIT INC.
33400 Heacock Dr.
Farmington, Mi. 48024
Located Farmington Industrial Freeway Park, 10 Mile-Grand River
Equal Opportunity Employer M/F

ACCOUNTS PAYABLE CLERK, and Accounts Receivable Clerk for Northwest Area Building Supply company, experience preferred, excellent fringe benefits, call 624-4551

ACCOUNTS RECEIVABLE CLERK for cash posting and related duties. Must be dependable, accurate and enjoy working with numbers. Troy location. Good salary and fringes. Call Mrs. Aaronin 879-1920

ACCOUNTS
RECEIVABLE
CLERK
FRINGE BENEFITS
STAR LINCOLN MERCURY
24350 W.TWELVE MILE RD.
SOUTHFIELD
CALL
For Appointment
For Interview
ASK FOR MR. MILLER
354-4900

ADVERTISING AGENCY has immediate opening for experienced typist. Must be excellent typist, dependable, well groomed. Advertising background helpful. Southfield area. Benefits. Call Ms. Freiman 353-2000
An Equal Opportunity Employer

ADVERTISING AGENCY
Diversified position for secretary, light bookkeeping duties. 1 gal office in Southfield, interesting job for intelligent self starter. 3 years office experience required, salary in proportion to experience and knowledge, references required, call Louise, 358-5462

ADVERTISING AGENCY
EXECUTIVE SECRETARY
Your poise and decorum will be needed in this plush spot. Lots of client contact. Some typing. $10,400 up! This won't last.
353-2090
SNELLING & SNELLING
PERSONNEL

ADVERTISING REPRESENTATIVE
Southfield-based national advertising firm is seeking a personable, self starter who enjoys fast-paced diversified work. Responsibilities: Media buying, coordination of advertising campaigns, and extensive client contact. 2-3 years experience in advertising, newspaper, travel, personnel agency or related area is required. Must be capable of working with minimum of supervision, type 55-65 w.p.m. accurately, have pleasant telephone voice and be good with details. Call: 353-5159, 9 - 5; ask for Beverly.

A GREAT BOSS
Birmingham professional office needs congenial person, medium typing, regular raises. Fee paid. $690 a month. Call Nancy.
644-4600
SNELLING & SNELLING
AGENCY

A NATIONWIDE Income Tax firm needs temporary clerical help. No experience necessary. Full time or part-time, day or evening shifts. $2.50 per hour. Playmouth location. For more information call 459-4704

AN EXPERIENCED SECRETARY
Construction and management office, 13 Mile/Northwestern Highway area. Shorthand, typing & general experience required. Monday through Friday, 8 AM - 5 PM. Call 8:30 AM - 4:30 PM 626-2585

ASSISTANT Bookkeeper, general office duties, some experience required, call for an appointment 352-7188

ASSISTANT BOOKKEEPER, full time, for Engineering firm in Northland area. Benefits. 569-1430
An Equal Opportunity Employer

ATTRACTIVE career position, for executive secretary to Vice President of Farmington Hills corporation. Proven Secretarial and interpersonal skills. Occasional travel and overtime required. Pleasant working environment. Competitive compensation and fringe benefits. Send resume in confidence to Box 410, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BEGINNER, work in parts department. Answer phone, assist office work, good with figures. Write Debold Inc., P.O. Box 245, Southfield, MI. 48037

BIRMINGHAM office needs legal secretary, minimum experience accepted. Need adequate shorthand and typing. Pleasant working conditions. Call Becky at 645-1260

BOOKKEEPER-Accounts Receivable to handle daily sales report, for retail stores. Typing, Reys' Oak location, send resume and salary requirements to: Box 4120Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

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
Career opportunity for full charge bookkeeper with experience in accounts receivable, payroll, sales reports and time sheet auditing, monthly reports and grapes and good typing! Salary to $12,000, with excellent benefit package. Call Patricia Andrie, 334-9901, Johnson & Anderson, Pontiac, Mich.
Equal Opportunity Employer M/F

BOOKKEEPER, experienced, 3 days a week, Birmingham parish, good benefits, call between 9AM - 4:30PM, Mon. thru Fri. 646-2388

BOOKKEEPER - for Southfield retail chain. Must be experienced thru general ledger, bank reconciliation and payroll taxes. 647-4469

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

BOOKKEEPER
Full charge bookkeeper to assist Chief Accountant. Must have minimum 2 years experience. Light typing required. Compensation negotiable. Full Medical and Pension benefits. Northeast Detroit location. Call Mike Pavlik, between 10 AM - 3 PM, at
892-9140

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

BOOKKEEPER, must have experience & be dependable with good references. Redford-Livonia area. Reply to Box 189, Milford, MI. 48042

BOOKKEEPER thru trial balance, must know taxes and payroll. Farmington area. Send resume to: Box 468, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BOOKKEEPER WANTED - for Manufacturers Rep. office, part time, hours flexible, experienced only. Mr. Funke, 645-1189

BOOKKEEPING
RECONCILIATION
CLERK
Immediate full time opening for experienced bookkeeping/reconciliation clerk. Bank bookkeeping experience preferred. Good working conditions, excellent fringe benefits. Salary commensurate with experience. APPLY AT:
PERSONNEL OFFICE
FIDELITY BANK
OF MICHIGAN
1040 E. MAPLE RD.
Maple at Adams Road
BIRMINGHAM, MI.
An Equal Opportunity Employer

CASUAL office needs 3rd girl, typing and filing. Birmingham area. Call Debbie. 646-7323

CLERICAL help for Fridays only 8:30AM to 4:30PM, $3.75 per hour. Birmingham area. 644-3846

CLERICAL - if you are experienced in peg board system & need a challenging permanent full time position, we have an opening in our busy practice in Southfield. Mon thru Fri, no evenings, many benefits. 352-8490

Clerical
NBD is seeking a full-time clerical help. Typing and general clerical skills are required. Good wages, attractive benefits and pleasant working conditions. For more information call:
Mr. Jes Hebert
NATIONAL BANK
OF DETROIT
647-8800

CLERICAL
Need people with some experience and drug store experience helpful for dispatch office and return goods department. Northland area.
CALL Mrs. Gilbert weekdays, 10 AM to 3 PM.
349-5000

Clerical Positions
Mothers of school-aged children, full and part time positions available with flexible work schedules. Basic office clerical responsibilities. Livonia location. Call for appointment.
427-2000, Ext 224

CLERK
PART TIME ONLY
Part time clerical position with large area employer. Typing speed a must 20-25 hours per week. Mon. through Fri. Days only. $4.43 per hour.
Send resume of job history to Box 390, Pontiac, Mich. 48056
An Equal Opportunity Employer

CLERK-TYPIST
Accuracy essential, starting, highly motivated, to work in beautiful surroundings. Dependable need only apply. Call Linar at 358-0490

CLERK-TYPIST- Insurance Claims office. Typing minimum of 40WPM. 37½ hour week. Typical office setting. Send Resume to: Box 416, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.
An Equal Opportunity Employer

CLERK TYPIST
Life insurance company located in Plymouth has opening for Clerk Typist for policy owner service department. Figure aptitude required. Light typing. Contact Mr. Love. 453-8500

COMPANY in Southfield needs capable person with good figure aptitude and typing skills, pleasant voice for telephone receptionist. Send resume to box 438 Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

COMPUTER OPERATOR
Part-time (3), evenings from 4 to 10. System 3, model 10, minimum of 6 months experience. Call Vern between 9 and 4. 840-444, ext. 511.

COMPUTER
OPERATOR
Mature person with 2 years office experience. Must have good typing ability 55WPM, and good arithmetic skills. Initially you will type information onto Magnetic tape and learn our paper work system. Then you will learn to operate a small scale in house computer. Full time fringe benefits, Livonia location. Call Ext 224. 421-0300

CRT OPERATOR, typist, day and evening shift, 40 hour week, 50 WPM, required. Top pay. Southfield area. Call Monday thru Friday 8 to 5 PM. 476-8770

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. Pleasant working conditions, excellent benefits. For appointment call 352-3209

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Southfield contractor needs 2 bright personalities to answer calls & handle related records. $180 per week. Blue Call Gail 354-4414

DATA ENTRY OPERATOR
Prefer near-grads, but will train good typist. Day shift only. 937-1710

DEPENDABLE person wanted for general office work, full or part time. 43 per hr. Apply in person, 9AM - 2:30 PM Monday through Friday. Petroleum Flame Gas, 13901 Auburn Ave, northwest Detroit. (1 block east of Evergreen, 1½ blocks south of Schoolcraft.) 837-3270

DO YOU NEED
MONEY?
We have work- secretaries, typists, general office, light factory, etc. Apply at:
19500 Middlebelt, Suite 310E
Livonia
478-1130
26705 Woodward, Suite 305
Huntington Woods
543-1080
ALSO
2911 Pontiac Lake Rd.
Pontiac
682-7700
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

ENGINEERING DEPARTMENT has opening for experienced secretary. Emphasis on accuracy rather than speed in shorthand and typing. Pleasant working conditions, excellent employee benefits. Call J. Kanavas 868-8500
Detrex Chemical Industries
An Equal Opportunity Employer

ESCROW secretary for Title Company in Troy. Experience preferred but not necessary. Call for appointment. 879-9650

EXECUTIVE SECRETARY
For Sales VP of stable Birmingham financial institution. Experienced, responsible attitude and shorthand required. Working conditions, fringe benefits and pay, all excellent. Call Stella, between 8.30 and 4.30pm. 646-6400

EXECUTIVE SECRETARY, 45 wpm, accounting background helpful. International shipping concern. Phone skills necessary. $200 week. 559-9200

EXECUTIVE - secretary for Southfield company, good typing, dictaphone experience, benefits, $850. fee paid.

MARKETING - company needs excellent typist for new creative department, Birmingham company, $875. fee paid.
LOIS RAY
PERSONNEL
559-0560

EXPERIENCED CLERK. Typing, pleasant telephone voice, math aptitude. Paid Blue Cross. 272-4400

EXPERIENCED Dictaphone Operator. Receptionist, Switchboard skills desirable but not essential. Excellent fringe benefits. Send personal and work resume including salary history, to Betty, Social service agency, 24123 Greenfield, Southfield, Michigan, 48075. 559-1500

EXPERIENCED
EDIT CLERK
o work in Data Processing Dept of suburban manufacturing company. Good aptitude for figures necessary. Diversified paper work. Opportunity to learn Data Entry work. Liberal employee benefits. Apply immediately
S. M. C.
800 Junction, Plymouth
425-5600

EXPERIENCED Legal Secretary, Southfield law firm. Excellent benefits. 354-2200 ext 27

EXPERIENCED PAYROLL & Accounts Payable Clerk. Call Janet, 843-0041

EXPERIENCED PERSON to handle accounts receivable and payable for a food tractor dealership, located in Wixom area.

EXPERIENCED Receptionist-typist, full time, immediate opening
Call Mary Jane
649-2233

EXPERIENCED Secretary with shorthand and some accounting background for manufacturing company in Canton area. One girl office. Starting $5 per hour. Call 483-7118

EXPERIENCED TYPIST for busy medical office, excellent benefits, etc Grand River & Eight Mile area. 478-7733

FILE CLERK
wanted for large office in Southfield. Minimum experience acceptable. No typing, permanent, good benefits. NAS Credit Service. 353-0190
An Equal Opportunity Employer

FULL Time legal steno with good skills and part time receptionist with light typing required for Southfield law office. Call Jackie. 354-1816

FULL TIME receptionist wanted for busy construction firm. Varied duties. Call 851-9999

FULL TIME supervisory position on affiliated Mail, Will train, Call between 12-3 pm 557-8080

GENERAL OFFICE. Part time, hours flexible. Some bookkeeping and typing required. Mature person preferred. Call for appointment. 626-9599

GENERAL OFFICE help wanted. Answer typing, bookkeeping skills helpful. Snyder Equipment & Supply Co. 550 W. Maple, Troy.

GENERAL OFFICE
Southfield Carpet Office is seeking person with general office skills. No typing required. Start immediately. Call 353-7903

GENERAL OFFICE - good typing skills required, no shorthand, immediate opening with growing management company, excellent promotion potential. Telegraph - 13 Mile area. 644-7500 ext. 230
An Equal Opportunity Employer

GENERAL OFFICE for Financial Service. Good math and phone skills, typing 30WPM accurately, 37½ hour week, good opportunity for growth. Campbell Services Inc. 31700 Northwestern Hwy., Southfield Mich., Call Carol 559-5955

GENERAL OFFICE
Good typing, 50-55 w.p.m., some phone experience, good benefits, excellent working conditions. Salary commensurate with experience. Troy.
585-3910

GENERAL OFFICE permanent-part time, 3 days per week. Light typing required. Southfield area. 352-1058

Great Benefits
Clerk typist-40wpm, will teach Bookkeeping. 35 Employees in Detroit. Close to X-way, well lighted Industrial area. To $10,400, if you have some Bookkeeping. Company pays our fee.
ACCURACY
Personnel Services
642-3050

504 Help Wanted Office-Clerical

GENERAL OFFICE for Manufacturer's Rep., Troy Birmingham area. Part time. Typing, bookkeeping, with phone and phone voice. Call between 9 Am to 5 PM. 643-7868

GENERAL OFFICE HELP
For busy Rochester area Insurance office. Commercial experience helpful. Typing a must. Days, 652-4100, Evenings 651-6688

GENERAL OFFICE
Dependable woman Over 25, full time 5 days. Hours variable. Order processing & some phone work. Excellent pay. Apply in person.
SUN CONTROL INC.
26400 West 8 Mile, Southfield
(1½ Miles West of Telegraph)

GENERAL OFFICE
CLERICAL
Payroll, 10 key adding machine. Light bookkeeping and typing experience necessary. Must be pleasant and dependable. Call Dan 642-5300
KAY BAUM, INC.

GLOBAL SERVICE DIVISION is seeking diversified, self-starting individual with typing/phone skills and ability to deal with customer inquiries. Bonus incentive plan and company benefits. Up to $150 a week. Apply: Global Mobile Homes after 1 PM, Monday thru Friday at 522-7228. Ask for Ms. Benedict.

GOOD TYPIST needed for busy insurance-pension sales office in Bloomfield Hills. Great atmosphere, diversified duties. Office experience required. 644-5760

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

HELP wanted for light office work, part hospitalization insurance, holiday and vacation. Apply at front door. 12900 Farmington Rd. Livonia; before 11:30 am and after 1:30 pm.

INSURANCE AGENCY position in group department. Will train eager beginner. Typing required. Call Beautiful Southfield office Contact Nancy 358-1100

INSURANCE FIRM has part time position open in mail and receiving department. Southfield area, American Center Building. Call Mrs. Wick 354-0410

INSURANCE OFFICE needs good typist. Northland area 5 days, will train begin