Help Wanted

502 Help Wanted Dental-Medical

DENTAL ASSISTANT, full time, experience preferred but not necessary. Telegraph - Michigan Ave area, pleasant surroundings. Call between 8AM-12 noon. 641-1250

DENTAL ASS'T for specialty practice in Rochester, 4 day work week. Previous dental experience required. 652-1244

DENTAL HYGIENIST
Position open for part time Dental Hygienist, office located in Southfield. Applications now being accepted. Please call Dr. Dercolo at 352-5440

DENTAL RECEPTIONIST/Manager
Mature experienced woman. 543-1778

MEDICAL INSURANCE Biller and receptionist. Monday thru Friday. Benefits. Must be able to cope with busy office. Experience only. 358-3744

MEDICAL RECEPTIONIST
Experienced, mature. Front desk, peg board, Blue Cross forms, dictaphone, good typist. Full time. Good benefits. Salary negotiable. 281-4600

MEDICAL RECEPTIONIST, experienced in peg board, patient contact, and office procedures. A busy Orthopedic Office in Southfield. Monday thru Friday, 9 to 5. Call 569-2369

MEDICAL RECEPTIONIST
Farmington Hills Allergy office. Good pay for experienced individual. Send typed resume to Box 420 PC, P.O. Box 258, Southfield Mich., 48037.

MEDICAL RECEPTIONIST
Busy Veterinary hospital. Must have people' relations skills. Applications taken between 10 AM-1 PM Tues. thru Thurs. 355-3600

MEDICAL REEPTIONIST
Busy Doctor's office. Livonia-Plymouth area. Experienced only. 453-5020 or evenings 349-3784

MEDICAL SECRETARY - Assistant. Surgeon's office in Troy seeks a mature, responsible person with good typing and phone skills. Excellent salary and benefits commensurate with ability. Send resume to: Box 274, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TYPIST

PART TIME
3 days week. Experience necessary and knowledge of full insurance forms. Excellent wages and working conditions Southfield area

353-6887

OPHTHALMOLOGIST OFFICE
Typist-receptionist, full time, some filing. Experience preferred but will train. Farmington area. 553-3060

OPTICAL DISPENSER, experienced, full time. Livonia area, benefits. Send resume to Box 504, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC ASSISTANT
Wanted, experienced only. For highly professional Livonia office. Full or Part Time. 464-6090

PART TIME Typist for X-ray scan office. 12 Mile Telegraph area. 647-1970

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
2555 Jay Rd., Westland
522-6800,ext 286
An Equal Opportunity Employer

SUPPLY & EQUIPMENT TECH
Needed immediately for outpatient Artificial Kidney Center. Experience with mechanical equipment preferred. Experience in a health care field preferred. Salary approximately $12,000 with fringes. Excellent Livonia location. Call 535-0782. Between 8-4 3PM for appointment. Equal Opportunity Employer M/F

VETERINARY NURSING ASST
For expanding staff at busy Veterinary Hospital. Must have some experience. Applications being taken Tues. thru Thurs. 24429 Grand River. 255-2400

DENTAL RECEPTIONIST. West Dearborn front office assistant for group practice. Full time. Experienced, personable & mature. Knowledge of dental insurance, non-smoker. 563-2610

DENTAL RECEPTIONIST

Experienced only. Progressive office, all benefits, top salary. Northland area.

968-5540

DIETETIC SUPERVISOR

with A.D., dietetic technician or dietetic assistant experience helpful. Apply.

ARDMORE ACRES HOSPITAL
19810 Farmington, Livonia

474-3500

DOCTOR'S OFFICE, Southfield area. Medical assistant wanted part time. About 28 hours weekly. Experience preferred. Call 356-5271. Dr. 356-5425

EXPERIENCED chairside dental assistant wanted for progressive dental practice. 4 day work week, benefits. 538-1910

EXPERIENCED, mature woman for dental assisting and insurance work in Redford area general dental practice. Pleasant working conditions, please give resume in own writing, reply to Box 528, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EX-RAY TECH.
Large Multi Specialty Clinic in Detroit-Southfield Area. Must be registered or eligible, good benefits. Call Mr. Blaisdell, Ext. 270. 538-4700

FULL AND Part-time Medical Assistants, experienced in EKG and venepuncture. Apply Mon. thru Fri., 10 AM to 3 PM. Woodland Medical Group, 23341 W. Eight Mile Rd.

FULL OR part time dental assistant, no experience necessary, we will train. 553-1660

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

LAB TECH or medical assistant for OB-GYN office with previous laboratory experience. 353-7150

LPN - Care of female invalid, excellent wages, 3 days, permanent job, Farmington Hills. After 6 Pm. 474-8282

MATURE WOMAN, billing, filing and phones, Monday through Friday, 8:30 AM - 5 PM. 559-5808

MEDICAL Assistant, part time or full time. Experienced in vena-puncture, EKG's and injections. Southfield area. Call 9am-5pm. 354-9666

MEDICAL ASSISTANT

Experienced. EKG's and injections. Full time. Call for appointment,

474-8240
FARMINGTON AREA

MEDICAL ASS'T -EXPERIENCED
Insurance, Peg Board. Transcription, EKG, for cardiology office in Sterling Heights. Call 8am-12 noon 264-9580

MEDICAL ASS'T
Farmington Hills area, call 978-2601

WE are looking for two qualified women to be companion-aids, 3 & 4 days a week for 6 to 8 hour shifts, in pleasant surroundings. We prefer ladies who drive but that is not a requisite. Experience is a must. If you feel this is your specialty, please call for an appointment, 645-6510 or 851-7979

WHITEHALL HOME needs mature Nurse Aide, Friday, Saturday and one Sunday a month. 11 PM to 7 AM. Call 474-3442

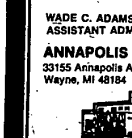
X-RAY TECHNICIAN-part time, in Dearborn Clinic, call 3pm-4pm and ask for Jo Ann 561-1840

502 Help Wanted Dental-Medical

WE NEED.

NURSE AIDES ORDERLIES

If you are interested in work in the health care field, why not consider our facilities. If you are over 17 years of age, we will pay $3.00 per hour, plus a premium pay of $2.00 per shift for weekends. Benefits include sick pay and vacation pay. Immediate openings on all shifts. Please apply in person on weekdays between 10 AM and 4 PM, and see Camelot for yourself.



CAMELOT HALL CONVALESCENT CENTER
35100 Ann Arbor Trail, Livonia

RESPIRATORY THERAPY HEAD

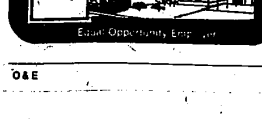
We are looking for a progressive management oriented, registered Respiratory Therapist to head an active Cardiopulmonary Services Department in our 300-bed hospital.

This individual must have demonstrated management experience, as well as the clinical expertise necessary to interface with our medical staff and the department Medical Director.

An excellent salary and benefits await an individual who meets these qualifications. Send resume to:

WADE C. ADAMS
ASSISTANT ADMINISTRATOR

ANNAPOLIS HOSPITAL
33155 Annapolis Avenue
Wayne, MI 48184



Equal Opportunity Employer

O&E

502 Help Wanted Dental-Medical

Mental Health Workers
For All Shifts
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

NURSE AIDE
MIDNIGHTS (11 to 7 AM)
Franklin Manor
30900 Franklin Rd., Southfield.

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
MIDNIGHTS, full time only. Will train, good benefits. New starting rate.
Hospital insurance available. See Mrs. Watkins.

NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
Equal Opportunity Employer M/F

NURSE AIDES
UPJOHN HEALTHCARE SERVICES
...has part time and full time openings in home health care and private duty, $3.50 to $4.00 to start. Must have 1 years recent hospital or nursing home experience. For more information call. 334-4751 or 642-7900

UPJOHN HEALTHCARE SERVICES
An Equal Opportunity Employer

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 P.M., Wed. & Fri. 10-2 PM.

478-2590
SOUTHFIELD - Suite 218, 17000 W. 8 Mile.

569-2781
PONTIAC - Suite 205, Capitol Savings & Loan, 75 W. Huron at Widetrack. Mon. thru Fri. 1-4 PM.

338-6881

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

NURSES AIDES
COMPANIONS
SITTERS
$3.50 HOURLY
SUBURBAN
HEALTH CARE
SERVICES
352-7150

NURSES
RNS & LPNS
UPJOHN HEALTHCARE SERVICES
...has part time openings available in home health care, private duty and staff relief. Competitive wages, flexible scheduling, case variety, malpractice insurance, major medical and life insurance available. For more information, call. 334-4751 or 642-7900

UPJOHN HEALTHCARE SERVICES
An Equal Opportunity Employer

OFFICE RECEPTIONIST-Assistant. Doctor's office, full or part time. Some experience is helpful. Ladbrey Village, call between 9 AM - 5 PM, Mon., Tues., Thurs., Fri. 559-2822

RECEPTIONIST FOR Dr's. office, Southfield - 12 Mile area. 4 ½ days per week, some typing. Send resume to: Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

RECEPTIONIST/
TRANSCRIPTIONIST
Immediate opening in our Radiation Oncology department for individual who will type Medical reports, answer phones, given patients and perform other associated clerical duties. Good typing skills and a familiarity with medical terminology are desired. Excellent salary and fringe benefits. For details, please contact.
DETROIT
OSTEOPATHIC HOSPITAL
12523 Third Ave., Detroit
869-1657
An Equal Opportunity Employer

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 nursing team, call Personnel for more information.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

RN FOR Allergist office in Northland area. Please call between 10am-1pm. 568-0569

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's AND LPN's
CRITICAL CARE; MED/SURG; ORTHOPEDIC and PEDIATRICS
Experienced critical care and cardiac care nurses or nurses with 1 year of Med/Surg background interested in these areas for afternoons and midnight shifts.

Full time and part time RN's & LPN's needed on afternoon and midnight shifts in our new and modern pediatrics department.

We also need RN's and LPN's to staff our Orthopedic; Med/Surg and Critical Care Units.

ORIENTATION PROGRAMS AVAILABLE FOR ALL NEW PERSONNEL.

WE OFFER THE FOLLOWING EXCELLENT BENEFITS:
No shift rotation
Shift differential
12 paid sick days
10 paid vacation days
24 hour intern and residency coverage
Modern parking close to work
MNA-CEARP approved
Cardiac care classes
Critical care classes
On going CPR classes
8 paid holidays
Blue Cross/Blue Shield
Tuition reimbursement
Life Insurance
Sickness & Accident

IF YOU NEED FURTHUR INFORMATION ABOUT OUR PERSONNEL DEPARTMENT IS WAITING TO HELP YOU
Call 338-7271 ext 167
PONTIAC OSTEOPATHIC HOSPITAL
50 N. Perry St.
Pontiac, Mich. 48058

RN'S, LPN'S
ALL SHIFTS
MEDICO'S
RECOVERY CARE CENTER
22555 W. Eleven Mile
3 blks. W. of Lahser
255-8450

RN'S-LPN'S
CHOICE OF HOURS
Immediate placement for Hospitals & Nursing Home relief. Excellent pay scale.

AB CARE 424-8377

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

YOUNG, ENERGETIC office assistant for Internist in Farmington Hills. Previous experience including EKG, PFT, Vena puncture an advantage but not essential. Will train a suitable candidate. Part time or full time. 478-1070

502 Help Wanted Dental-Medical

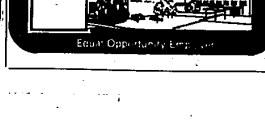
RN - LPNs
FULL or PART TIME
DAYS—AFTERNOON & MIDNIGHT SHIFT
Great salary and benefits. Educational benefits at local colleges and Universities of your choice. Shift Differential. Health Care package. Pension Fund, plus many other great benefits. Apply in person or call for appointment, Mr. Spiro.
427-8270
UNIVERSITY CONVALESCENT & NURSING HOME
28550 Five Mile, Livonia
(Located between Inkster and Middlebelt Roads)
An Equal Opportunity Employer M/F
A Health Savings Services Facility

ALCOHOLISM THERAPIST-MSW

We have an immediate opening for an Alcoholism Therapist in our well-established, hospital-based program. A person with an MSW, CAC, and strong background in alcoholism counselling is preferred.
An excellent salary and benefits awaits an individual who qualifies. Send resume to:

JOHN T. LEE

ANNAPOLIS HOSPITAL
33155 Annapolis Avenue
Wayne, MI 48184



Equal Opportunity Employer

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.
AMC HEALTH CARE I
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

569-2781
PONTIAC - Suite 205, Capital Savings & Loan, 75 W. Huron at Widetrack. Mon. thru Fri. 1-4

338-6881

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

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

RN'S - LPN'S & Nurse Aides needed, all shifts, full & part time. Extended care facility for elderly & handicapped young adults. Call 477-7373

RN-$7.40 - $8.30 per hr.
LPN-$5.75 - $6.50 per hr.
Immediate positions
Vacation pay
Hospitalization
Call 569-8480
Secretarial
Office Services

R.N.'S
Afternoon Shift. Medical, Surgical, ICU & CCU, openings in small Suburban Hospital. Liberal salary & fringe benefits. Call or apply Personnel Office, 10 AM-4 PM.

REDFORD
Community Hospital
25210 Grand River
KZ 1-4200 Ext. 402
An Equal Opportunity Employer

SKILLED NURSING FACILITY
accepting applications for:
NURSE AIDES, ORDERLIES
HOUSEKEEPING AND MAINTENANCE
Apply in person
22811 W. 7 Mile Rd, Detroit.

504 Help Wanted Office-Clerical

ARE YOU AVAILABLE FOR
MAG I or II
WORD PROCESSERS
SWITCHBOARD
(Dimension)
DICTAPHONE
SHORTHAND
If so we have long and short term positions for you.

Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

BILLING TYPIST
Major office supply retailer needs typist with heavy experience, typing invoices. Typing speed of 60WPM required. Permanent position, excellent compensation & benefits for the right person. Northwest Wayne County area. Call Personnel Manager, Silver's Inc.

883-4410

College Students
High School Sr.
Teachers
Now is the time to register for temporary employment during your semester and summer breaks. Join the wonderful world of Witt. Work close to home. We pay top wages for top skills.
WE NEED:
SECRETARIES
TYPISTS
ALL OTHER
OFFICE SKILLS

No Fee	No Contract
FARMINGTON	478-8088
LIVONIA	523-0330
CLARKSON	885-6387
ORCHARD LAKE	681-7685
DEARBORN	565-8060
OAK PARK	967-0334

WITT
THE Temporary Help People

ENTRY LEVEL
Accounts Receivable
CLERK
For marketing/distribution facility serving the automotive industry. Applicant must be aggressive and self-starter. No previous experience required but good math aptitude helpful. Contact: Emply Castrell.
ADISTRA CORP.
101 Union St., Plymouth
425-2600

EXECUTIVE SECRETARY
Experienced with strong secretarial skills working directly for the President of a subsidiary of Twentieth Century Fox Film Co. Send resume to: Mr. Andre A. Blay, Magnetic Video Corporation, 23434 Industrial Park Court, Farmington Hills, MI. 48024.

IMMEDIATE OPENING
CLERICAL-
Experience helpful but not necessary, will train. Excellent benefits. Call DEBRA for interview 522-4100.
Hamilton/Avnet
ELECTRONICS
An Equal Opportunity Employer

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 1944

504 Help Wanted Office-Clerical

Office Skills?
In addition to our top pay rates, top assignments, merit raises, bonus referral plan and paid vacations, KELLY SERVICES has over 100 different job classifications. If you have any of the following or other office skills, call the Kelly Office nearest to you today for temporary assignments close to home.

Accounting Clerks
Bookkeepers
Key Punchers
Switchboard Oprs
Typists
Secretaries

29410 6 Mile, Livonia
522-4020
2233 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23177 Greenfield
Suite 122, Southfield
424-9100

Not An Agency - Never a Fee
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

POLICY TYPIST
Transamerica Insurance Group
If you can type 40-45 WPM with accuracy please contact C. SELLECK at 353-3500 for an application. Good company benefits and working conditions.
An Equal Opportunity Employer

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

CENTURY 21
TODAY 538-2000

RECORDS CLERK
Transamerical Insurance Group
We need a CLERK in our records unit of our Southfield branch office. Regular duties will include pulling, filing and sorting policy files and various other clerical duties. Good working conditions and benefits. Salary based on experience and ability. Applicants must be accurate and industrious. Call C. SELLECK at 353-3500 for an application.
An Equal Opportunity Employer

A BANK TYPIST TO $180-WK.
FEE PAID
ADVANCE EMPLOYMENT CENTER
559-2710

ACCOUNTING, Bookkeeping and Data Entry person for Admin Part Time travel agency. Should have agency or comparable experience. Call 381-4668

ACCOUNTING CLERK
Must be good with figures. Experience helpful, but not necessary. Apply. Abar Co., 21191 Telegraph, Southfield.

ACCOUNTING CLERICAL
Part-time, need girl for 1 girl office. Very little typing. Knowledge of bookkeeping helpful. Good hourly rate. Send resume to G. Robert Phillips, 712 W. 11 Mile Road, Royal Oak, Michigan, 48067. 398-7200

ACCOUNTING - clerk for growing, exciting business. General bookkeeping duties 40hrs typing. Salary $3000 to $18,000. Plus full benefits and fee paid.

SECRETARY - receptionist for Birmingham building company. No shorthand. Heavy customer contact. Salary $600 to $700 plus benefits and fee paid.

SALES - secretary with good skills for Troy company. Work for 4 salesman in diversified position. Company offers fantastic benefits. Salary $3000 to $10,500 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

ACCOUNTING MANAGER
For down river service organization, must have EDP based accounts receivable & collection experience. Send resume to box B, Allen Park, Mi. 48101. Or call 381-4573

BOOKKEEPER - Part Time, 2 to 3 days week. Experience required. For land and building sales company. Excellent salary. 557-4415

504 Help Wanted Office-Clerical

ACCOUNTING & Payroll Clerk for management company. Call or send resume. The Fourmidable Group, 26011 Evergreen, suite 200, Southfield 48076. 355-1780

Accounts Payable Clerk
Experienced person needed for accounting staff to assist in all phases of accounts payable functions. Must have good math skills, detail oriented and data processing experience. Novi area. Call Miss Harrer weekdays 10 AM to 3 PM.

349-5000

ACCOUNTS PAYABLE CLERK
Livonia Manufacturing company has position for individual with some bookkeeping knowledge. Very pleasant working conditions. Compensation commensurate with Accounts Payable experience and ability. Excellent fringe benefits. Varied office functions available to an ambitious worker. This is an ideal opportunity to get excellent training and work experience. Send resume to Box #542 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Experience preferred. 5 day week, auto deductible. Contact Phyllis at Anderson Honda, Bloomfield Hills. 333-3100

ACCOUNTS RECEIVABLE CLERK. Experience required. Full time. 8AM - 5PM. Mon. - Fri. RS Electronics, 34443 Schoolcraft, Livonia. 525-1155

ACCTS Receivable Bookkeeper -machine posting. Complete charge. Downtown retail store. Call Carol. 963-5890

ADMINISTRATIVE - Customer Service
Opportunity exists with marketing and sales promotion company for responsible person to work with clients and sales staff. Customer service telephone experience and preparation of own correspondence required. Salary to $210 per week. To inquire please call Personnel Dept. 10 to 11:30 AM and 1:30 to 3:30 PM.

272-1000
An Equal Opportunity Employer

ADVERTISING
Consider the scope of the future working with this consumer conscious top skills move the sharp image aware professional ahead. $500. Call 562-8900 Your new boss pays our fee.
Harriet Sorge Personnel.

ADVERTISING DEPARTMENT OF FARMINGTON HILLS REAL ESTATE OFFICE NEEDS CLERK-TYPIST FOR FULL-TIME, M-F, EMPLOYMENT. CALL SUE MCNUTT 851-1090

A SECRETARY, YES
But more, a member of the team. Must type minimum 70 wpm and be an expert phone handler. Poised, cheerful, experienced and promotable. No shorthand. For well established Redford area advertising/marketing firm. Salary $800 plus. Includes Blue Cross. 255-2821

ASSISTANT Bookkeeper, bright girl with at least 2 years experience thru Trial Balance. Pegboard system used for Accounts Payable. Typing experience also required. Start immediately. Southfield location, ask for Rhonda. 355-8850

AUDITING CLERK TRAINEE
Challenging entry level position for sharp person in professional Southfield firm. Typing required. Excellent benefits with rapid advancement opportunity. No previous job experience necessary. Call 353-3209

AUTO DEALER
Accounts receivable and payable bookkeepers. Experience necessary. Contact Jean Novis, Livonia Chrysler Plymouth Inc. 525-5000

AUTO DEALER needs person with typing, bookkeeping knowledge, willing to work on switchboard for relief. Fringe benefits, good atmosphere. Call Avis Ford Inc. Southfield; contact Sylvia 354-3000

BE A
GET-OUT-OF-THE-HOUSE
WIFE
MANPOWER
TEMPORARY SERVICES
NEEDS YOU

Secretarial, typing, stenographic skills, or office clerks, on typing necessary.

19500 Middlebelt, Suite 310E
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
2911 Pontiac Lake Rd.
Pontiac
682-7700
An Equal Opportunity Employer

BOOKKEEPER
Full time, experienced.
Capable to make trial balance.
Permanent position.

Wyoming Machine
Redford Twp.
537-0950

BOOKKEEPER-part time, Plymouth area. Insurance Agency experience preferred. 459-3434

504 Help Wanted Office-Clerical

MICHIGAN NATIONAL BANK OF DETROIT
Has openings for
FILE CLERKS
Previous filing or general clerical experience helpful, but not required. Full time day schedules.
Livonia location. Qualified applicants please call
525-8600
An Equal Opportunity Employer

SECRETARY/CREDIT
We need a self motivated, people oriented individual with good secretarial skills and preferably with some credit experience. Will act as secretary to controller plus handle credit functions. Mon. thru Fri., 8:30 AM-5 PM. Generous benefits package. Please apply:
PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.
Sheraton-Southfield Hotel
SHERATON HOTELS & INNS, WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN
EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER

504 Help Wanted Office-Clerical

BILLING CLERK-TYPIST
Excellent benefits and working conditions for right person with clerical skills. Farmington Hills location.
U.S. TOOL & CUTTER CO.
553-2036
An Equal Opportunity Employer

BOOKKEEPER-Accounts Receivable, Payroll & General Office. Southfield area. Mechanical Contractor. 569-7353

BOOKKEEPER ASSISTANT-General Office. Must be good with figures. Typing, adding machine skills required. 40 hours. Call for appointment. 644-7370

BOOKKEEPER - full charge, experienced only for busy doctor's clinic in Livonia. Call Mrs Johnson. 427-3560

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

BOOKKEEPER

Full time position with professional corporation in Southfield. Applicant should be familiar with Accounts Payable, Payroll, General Reports & General Ledger. Reply to Southfield Radiology Association, 22301 Foster Winter Drive, Suite 102, Southfield, Mi.

569-0810

BOOKKEEPER-PERSON FRIDAY-Letter composition, filing, self starter, organizer, business knowledge. Birmingham area. Restaurant Management & Development Co. Ask for Mr. Ganss. 435-2219

BOOKKEEPER
Thru trial balance, must be experienced with tax, insurance and P.L. Only experienced need apply. Send resume to: Avis, P.O. Box 306, Pontiac, Mi. 48056

BOOKKEEPER
or
$13,000
Suburban location.
Fee paid for top skills
SNELLING & SNELLING
336-7400

BOOKKEEPING AND Billing Clerk, computer experience desirable. Typing, general office skills. Benefits. 334-8060

BRIGHT BEGINNER
Excellent opportunity for high school grad to grow with expanding Birmingham Property Management firm. Typing skills and phone personality an asset. Dependability essential. Metro Group Management Corp. 645-2111

BUSY TROY LAW FIRM needs experienced legal secretary with minimum of 2 years experience & excellent skills. Insurance benefits. Salary to $250. Call Jeri. 649-3200

CHURCH SECRETARY, 35 hour week, salary negotiable. Good office skills required. Call between 8:30am-3:30pm. 644-5708

CHURCH SECRETARY
Wanted mornings only. $3,600 yearly, 2 weeks vacation. 421-5406

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 352-8106

CLERICAL
Need persons with office and some drug store experience for dispatch office and patient goods department. Good opportunity for right person. Good benefits. Novi area. Call Miss Harrer weekdays 10 AM to 3 PM.

349-5000

CLERK ASSIST.
FEE PAID
Lots of variety and interesting work will make the day fly. Good typing and some experience necessary. $780. Call today.

353-2090
SNELLING & SNELLING
PERSONNEL

CLERK - Part time for a Livonia publication. Evening hours. No typing necessary. Opportunity to learn photo development. Must have own transportation. Call Sandy. 261-8300

CLERK TYPIST
Good math and accurate typing skills for the Accounting Department.
Call For Interview
MICHIGAN LIFE
Insurance Company
28333 TELEGRAPH
353-5300 Ext. 215
An Equal Opportunity Employer

CLERK-TYPIST
Looking for high school grad interested in public contact. Good personality and typing skills. Training may lead to management position. Good salary and benefits. Apply in person to Associates Finance, 29540 Ford Rd. Garden City.
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CLERK
TYPIST
Immediate opening available in the Mortgage Department of our Birmingham Office at Adams & Haynes. Must type accurately minimum 45 WPM. Interested persons contact Mortgage Manager at

646-9340
1st Federal Savings of Detroit
An Equal Opportunity Employer

CLERK TYPIST
Leading life insurance co. looking for career based person to work in Bloomfield Hills office. Must like to work with figures. Call Dick Merriner 646-5830
An Equal Opportunity Employer

CLERK TYPIST
No experience necessary. Meet the public, interesting work, varied work, centering around operation of our computer terminal. Good salary, regular increases based on merit. Learn to operate computer terminals
GENERAL FINANCE CORP.
30338 W. Seven Mile
Equal Opportunity Employer M/F

CLERK TYPIST
Now accepting applications from persons over 30 for business office of apartment complex. Must be reliable and have own transportation. $134 per week to start with automatic increases, paid vacation, sick days and insurance. Prefer Farmington area resident. Call

474-7511

CLERK TYPIST
PERMANENT PART TIME
National publishing company needs accurate typists. Minimum 50 wpm to work afternoons from 1-5pm., 5 days a week in our Circulation Department. Great opportunity to learn OCR typing. Apply between 8-4pm at 29516 Southfield Road in Southfield Office Park, near 12 Mile. Contact Ms. Bolton. Industrial Machinery News

CLERK TYPIST
Rehabilitation department of Southfield insurance company seeking individual with good communication skills. Must type 55wpm, dictaphone experience helpful. Contact Jean Bell 357-2750
An Equal Opportunity Employer

CLERK TYPIST wanted for country club. Tuesday thru Saturday. Call for appointment. 644-2500

CLERK TYPIST - 45 WPM or better, full time, lots of phone contacts & varied duties for a friendly publication. Livonia area. No public transportation. Call Pat. 261-8300

COMMUNICATIONS CLERK
Our World wide publication is seeking an individual who possesses excellent organizational ability and a flair for detail, to assist in the establishment of a nationwide telecommunications system. The qualified individual should possess knowledge of office procedures including typing, filing and typing skills. If qualified, please call Jean Kendall.

355-9300
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION

Computer
Knowledge
Helpful
Typist-Receptionist/Word Processor Novi area. Call Miss Harrer weekdays 10 AM to 3 PM.

644-4514

CUSTOMER SERVICE - suburban distributor requires sharp people orientated person with good typing skills & excellent telephone manner. Ask for Mr. Huff 353-5319

CUSTOMER SERVICE - suburban distributor requires sharp people orientated person with good typing skills & excellent telephone manner. Ask for Mr. Huff 353-5310

Data Entry
Clerk/Typist
Energetic individual needed in purchasing department, experience desired in data entry, telex, typing, and light filing. Good working conditions. Apply Book Distributors, 32200 Capital, Livonia, Mich. 525-1500 1, Peck, Ext. 230

DICTATION TYPIST needed for Southfield insurance company. Must type at least 55 WPM. No experience necessary. Call Beth 357-3750
An Equal Opportunity Employer

EVENING SECRETARY
Experience necessary. Hours 5-9 pm Mon. thru Thurs., Saturday 8:30am-5pm. Call between 9am-5pm 644-2900

EXECUTIVE
PERSONAL SECRETARY
to plastic surgeon in Southfield. Must have excellent secretarial experience. Some bookkeeping and medical terminology helpful. Excellent salary, working conditions, and fringe benefits. For appointment call Mrs Forbes 557-1622

504 Help Wanted Office-Clerical

BOOKKEEPER
Position with finance department of large retail corporation. Excellent opportunity for person with some formal accounting training.

Should have good knowledge of double entry system. Will perform bookkeeping, reconcile bank accounts and other accounting functions. Good salary and outstanding benefit program including life, hospitalization, dental and optical insurance and pension program. Enclosed parking provided.
Call:
835-9500 ext. 242
CORPORATE PERSONNEL
BORMAN'S, INC.
(Farmer Jack SUPERMARKETS)
An Equal Opportunity Employer

EXECUTIVE SECRETARY
The Executive Staff of our national organization is looking for a mature, career minded individual with executive secretarial skills and a flair for detail. The right individual should possess a minimum of 3-5 years executive secretarial experience, strong organizational ability including excellent typing skills and shorthand.
We offer a competitive salary and fringe benefit package to the successful applicant. If interested, contact Jean Kendall.

FTD
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
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