Help Wanted

502 Help Wanted Dental-Medical

DOCTOR'S OFFICE in Birmingham area has immediate opening for experienced receptionist. Full time with excellent fringe benefits. Phone Lynda, Monday thru Thursday for interview appointment 646-3131

Expedient Medical Receptionist needed for Pediatric's office. Located in Farmington Hills. Call between 6-10 P.M. 326-3652

EXPERIENCED full time receptionist with insurance background. Troy area. 613-7775 559-5858

EXPERIENCED Insurance girl for Ophthalmologist office. Full and part time. 646-2590

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

Experienced Medical Assistant Experienced in EKG, X-ray, injections & Vena-puncture, west side area. Good salary. Call Jean. 838-9348

EXPERIENCED MEDICAL Receptionist with pegboard background and insurance. Also, Experienced Medical Assistant, for busy doctor's office. 478-1100

EXPERIENCED VENAPUNCTURE girl, full time, 5 days; also full time, 12 noon to 8:30 pm typist-processing clerk. Farmington area. Call Rita Emery between 8am-4pm 476-1900

EX-RAY TECHNICIAN

Large Multi-Specialty Clinic in Detroit-Southfield Area. Must be registered or eligible, good benefits.

Call Mr. Blaisdell, Ext. 270, 538-4700

HONDA ACCORD 1977, blue, excellent condition. $4795. Weekdays, 967-0780. Evenings, 626-7840

IF YOU are looking for a Fri. Sat. & Sun. job for 6 hrs. a day in beautiful surroundings and are a mature lady with qualified experience as a companion-aide please call 645-0510 or 851-7979

LAB TECH

Experienced in hematology and chemistry is required for Farmington MD's office. 4 days, no weekends!

DENTAL ASSISTANT $750

Farmington dentist needs your 4 hand dentistry experience.

RN/MEDICAL ASSIST.

Experience in EKG, VP, and INJ are the key to success with author/speaker for 32 hour week, no Wednesday or Saturday

TOWN & COUNTRY EMPLOYMENT CENTER

Med Dental Adv. 474-1717

LPN - Part Time, Office skills necessary, immediate position available

MED CALL 559-8050

Marketing Rep' Medical Billing.

Michigan's largest Medical billing company is expanding the marketing staff to handle exciting new products in medical and dental management systems, inter-active on-line transactions and file updating. If you can sell to doctors and dentists we can train you on our system. For consideration, call 313-427-2000

3 PM Inc.

38881 Schoolcraft, Michigan.

MATURE WOMAN, billing, filing and phones. Monday thru Friday, 8:30 AM - 5 PM. 559-5888

MATURE WOMAN to assist optometrist. Experience not necessary, will train. No evenings. Write to 35002 Michigan Ave., Wayne, Mi. 48184, for interview.

MEDICAL Assistant with experience. Paid vacation, paid Blue Cross, profit sharing plan. Garden City area. Call 10 AM- 3 PM, Mon. Tues. Thurs. Fri., 421-6110

MEDICAL ASSISTANT

Internist's office in W. Bloomfield requires experience in office laboratory, IV., U/A, Bacteriology, and blood chemistries. Knowledge of peg board necessary. Full or part time. 855-9141

MEDICAL ASSISTANT

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

474-8240 FARMINGTON AREA

502 Help Wanted Dental-Medical

MEDICAL ASS'T-Pediatric office, Southfield area 358-0430

MEDICAL LAB TECHNICIAN (ASCP) 1-2 years experience in hematology and chemistry. 4 day work week. Private doctor's office in Southfield area. Call 354-3630

MEDICAL RECEPTIONIST, experienced only for busy Drs. office in Southfield. Must know pegboard, MMS, Medicare, private insurance, posting, telephone and other front desk duties. 559-5858

MEDICAL SECRETARY, experienced. Internist's office. Knowledge of insurance forms, appointments, patient contact, bookkeeping, dictaphone. 569-1770

MEDICAL TRANSCRIPTIONIST Congenial environment, day or afternoon shift. Base pay plus production incentive. Northland area. Experienced only, please. 569-6369

NURSE AIDE MIDNIGHTS (11 to 7 AM) Franklin Manor 26900 Franklin Rd., Southfield

NURSE AIDES

ALL SHIFTS, full time. 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

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 & ORDERLIES MIDNIGHTS ONLY

1 $3 an hour to start.
2 Increase after 90 days
3 Paid free training, no experience necessary.
4 Certified attendant program with raise and certificate.
5 Flexible schedules.
6 Uniforms not required. We use a dress code.
7 Babysitting service for day shift.
8 Attendance bonus of 5 days pay every 6 months.
9 10 paid sick days per year.
10 7 paid holidays per year.
11 Medical insurance including prescriptions available.
12 Life insurance available.
13 Dental insurance available.
14 Paid vacation after a year.
15 Pro-rated part time benefits.
16 Retirement savings program available.

APPLY MON - FRI 9 AM - 5 PM AT. BEVERLY MANOR CONVALESCENT CENTER 24500 Meadowbrook Rd. Novi, 48050

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 102W, Livonia Office Pavilion Across from Livonia Mall, 19500 Middlebelt, Mon. 1-4 PM., Wed. & Fri. 10-2 PM.

478-2590

SOUTHFIELD - Suite 318, 17000 W. 8 Mile

569-2781

PONTIAC - Suite 109, Capitol Savings & Loan, 75 W. Huron at Wideltrack. Mon. thru Fri. 1-4 PM.

338-6881

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

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

OPTOMETRIST ASSISTANT-DISPENSER

About 35 hour week, no evenings or Thursdays, prefer good typist. Apply in own handwriting, address, telephone number, age, experience, etc., to P O Box 339, Garden City, Mich. 48135.

502 Help Wanted Dental-Medical

NURSES AID DAYS, 7-3 PM

GOOD WAGES & BENEFITS

Apply in person WISHING WELL MANOR 520 W. Main St. Northville

PART TIME Housekeeping duties in Garden City medical clinic, Monday thru Friday. Call Janet for interview 421-7478

PART TIME LPN or RN for busy allergist's office in Farmington Hills area. 851-6655

PEDIATRIC - Medical Assistant, full time and part time positions, apply in person, or by mail, Pediatric Associates of Farmington, 23133 Orchard Lake, Farmington, Mich., 48024

WESTSIDE OFFICE needs medical assistant experienced in X ray, EKG & lab. 835-4241

WHITEHALL HOME on Grand River needs Nurse Aides.

4 PM - 9:30 PM Saturday & Sunday Call 474-3447

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

502 Help Wanted Dental-Medical

RN

We have an opening for a Registered Nurse to work on the midnight shift one night a week in our emergency room. If you are interested in this part time position in our small suburban hospital, call Personnel for more information.

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

VETERINARY NURSING ASS'T For expanding staff of busy Veterinary Hospital. Must have some experience. Applications being taken Tues. thru Thurs 24129 Grand River 355-2600

WESTSIDE OFFICE needs medical assistant experienced in X ray, EKG & lab. 835-4241

WHITEHALL HOME on Grand River needs Nurse Aides.

4 PM - 9:30 PM Saturday & Sunday Call 474-3447

X-RAY TECH ON CALL

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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

ARE YOU AVAILABLE FOR

MAG I or II WORD PROCESSERS SWITCHBOARD (Dimensions) DICTAPHONE SHORTHAND

If so we have long and short term positions for you

Suburban Office Services ROCHESTER 651-1500 FARMINGTON 477-9842

CAN YOU TYPE 35 WPM?

If the answer is yes, then let KELLY work for you. Our CLERK TYPIST classification is only one of 100 job classification KELLY has to offer. We also have temporary assignments available for:

Bookkeepers
Accounting Clerks
Clerks
Ssecretaries
Word Processing
Typists
Filing Clerks

For top assignments, top pay rates, merit raises, paid vacations and a bonus referral plan, call or visit the office nearest you

29449 6 Mile, Livonia 522-4020
2239 S. Telegraph, Bloomfield H. 642-9650
999 W. Big Beaver Suite 100, Troy 362-1180
23777 Greenfield Suite 122, Southfield 424-9100

Not An Agency - Never a Fee

KELLY SERVICES

"The Kelly Girl People" Equal Opportunity Employer M/F

TYPIST

Experienced production typist (minimum 60WPM required), with mathematical ability & retention skills. Will type invoices, quotations and purchase orders. Excellent growth potential, salary commensurate with ability. Woodward & Mile vicinity. Call Personnel Manager,

SILVER'S INC 883-4410

504 Help Wanted Office-Clerical

CLERICAL

OPENINGS FOR: MAIL & STOCKROOM CLERK - Open & sort incoming mail & prepare outgoing mail. Unpack & store supplies

LEGAL CLERK - Good clerical skills & accurate typing

Will also consider high school senior part time now, to transfer to full time after June graduation.

Excellent benefits Call Vicki Sata for appointment. 645-2700

LIBERTY MUTUAL INSURANCE CO

Telegraph at 12½ Mile An Equal Opportunity Employer

College Students High School Sr. Teachers

Now is the time to register for temporary employment during high school, 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 525-0320
CLAWSON 585-6287
ORCHARD LAKE 681-7685
DEARBORN 565-9090
OAK PARK 967-0326

WITT THE Temporary Help People

FREE TRAINING

Oakland County residents who meet CETA program requirements are currently being interviewed for a CLERK-TYPIST - BOOKKEEPER CLASS.

CALL CHRIS RICHMOND SOUTHFIELD COMMUNITY PLACEMENT 354-9167

NEED A Temporary Job?

OFFICE PERSONNEL POOL has immediate opening for

SECRETARIES TYPISTS DICTAPHONE

One easy phone call will give you all the information you want.

478-8350 OFFICE Personnel Pool

Temporary Personnel Since 1946

SECRETARY

To Supervisor of Transportation Looking for individual with good organizational and public relation skills. Good typing and shorthand a must. Starting salary up to $4.86 per hour, excellent benefits. Contact

WEST BLOOMFIELD SCHOOLS 682-3555

A BANK HIRING TRAINEES

Tellers to $163wk
Clerk Typists to $139wk.
Steno & Secy's to $1,020wk

Many other positions available. Most Fees paid by Employer.

Employment Center Inc 569-1636

ACCOUNTING, Bookkeeping and Data Entry person for Allen Park travel agency. Should have agency or computer experience. Call 381-4668

ACCOUNTING

Person needed to work in Division Accounts Receivable department. One year accounting experience required. Person will work with collections, reporting, and maintenance of accounts receivable records. We are a major automotive supplier located in Oak Park offering an excellent salary and benefit package. Send resume with salary requirements to: Box 592, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

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 Harrier weekdays 10 AM to 3 PM.

349-5000

ACCOUNTS RECEIVABLE - typist, general office, ideal for mature, responsible woman. McNichols - Woodward area. Ask for Vickie 883-1800

ACCOUNTS RECEIVABLE & PAYABLE CLERK

Puritan firm needs sharp person To $10,000. Fee Paid.

LEGAL SECRETARY-Birmingham firm. Some light bookkeeping. To $10,400. Fee Paid.

SALESPERSON-INSIDE for Phone sales electrical products.

Starting salary, $11,000. Fee Paid.

ACCURACY Personnel Service 642-3050

A PERMANENT position for intelligent person to do various office functions, must be very good with figures. 8 Mile - Lahser area. Mr. Pearlman. 353-6160

504 Help Wanted Office-Clerical

A CHANGE NEEDED?

Stop cleaning the oven. Start using your rusty secretarial skills. Benefits plus $650 month. Call Nancy.

644-4600 SNELLING & SNELLING AGENCY

AD AGENCY SECRETARY FEE PAID

President of fine suburban agency needs your skills and travel arrangement experience for top position. Variety and responsibility. To $13,000. Call Joanne Headley today.

353-2090 SNELLING & SNELLING PERSONNEL

ADMINISTRATIVE SECRETARY

Big 3 company needs top-notch, experienced Secretary with superior typing and shorthand skills. Good phone and organizational ability. To $14,000. Fee paid Call Helen

PLACEMENT PLUS PERSONNEL 358-3250

ADVANCEMENT! FEE PAID

Learn and grow with friendly suburban firm. Typing and a flair for detail are the key! Excellent starting salary!

TOWN & COUNTRY EMPLOYMENT CENTER 474-1717

APPRAISAL SECRETARY

Immediate opening available in the mortgage dept of our Birmingham office at Adams & Haynes. Must type accurately minimum 45WPM. Interested persons contact mortgage manager at. 646-9310

1st Federal Savings of Detroit An Equal Opportunity Employer

ASSISTANT Bookkeeper, bright girl with at least 3 years experience thru Trial Balance. Pegboard system used for Accounts Payable. Typing experience also required. Start immediately. Southfield location, ask for Rhonda 355-5850

ATTENTION HORSEY SET

Person Friday, fee paid. If horses and travel turn you on, this is your job! Be right hand to owner of a thorough bred farm. Typing and 3 years secretarial experience needed $10,400. Call Joanne Headley.

353-2090 SNELLING & SNELLING PERSONNEL

AUTO BILLER

Large volume GM dealer has opening for experienced Car Biller. Excellent salary, fringes. Experience a must. Call for appointment.

Mary Grogg. 478-0500

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

AVAILABLE NOW

Inv. Clerk $1100
Med Secretary $1,250
Exec Secretary $1200
Stat Typist $900
Legal Secretary $900
Rec Clerk $855
Claims Processor $710
Personnel Clerk $695
Clerk-Typist $625

Most positions fee paid

PLUS

No experience training positions as

Dental Claims Processor
Screen Processor
Group Claims Processor
Clerk-Typist
Mail Clerks

Sat appointments available

Allis-Johnson Personnel Quakertown Plaza, 31963 Hamilton Farmington Hills 553-3100

A VARIETY JOB

MAJOR W. suburban company needs friendly person with good typing and math aptitude for diversified position. Beautiful offices, good starting salary, full benefits, very promotable and company pays our fees!

Call the office nearest you

PERMANENT STAFF

Livonia 522-4810
Dearborn 565-2770
Southfield 353-0505

BEGINNERS LUCK

FRIENDLY company has entry level position for person who can type 40 wpm. Nice offices, good starting salary, full benefits, advancement and company pays our fee. Call the office nearest you.

PERMANENT STAFF

Livonia 522-4810
Dearborn 565-2770
Southfield 353-0505

BILLER for Auto Dealership Farmington Hills area. 478-8000

BIRMINGHAM manufacturer's rep need additional secretary. Shorthand & excellent phone manner necessary. Bonus program 647-6777

BOOKKEEPER

Bookkeeper, Full time, for Small Southfield Office engaged in Real Estate investment management. Responsible for all phases of internal record keeping and tax reports. Salary $12,500 annual. Send Resume to: Box 520, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full charge needed for Troy real estate firm. Experienced in handling cash receipts & disbursements, general & subsidiary ledgers. Peg board check system. Salary commensurate with ability. For appt. call Sarah 689-3600

BOOKKEEPER-part time, hours flexible. Would prefer someone who has worked for a bookkeeping service. Must know all phases of single entry bookkeeping. Call Mr. Jones at 255-4340

504 Help Wanted Office-Clerical

BOOKKEEPER part time. 16-20 hours weekly. Route Birmingham area, part time job. Call for details 647-4220

BOOKKEEPER-PERSON FRIDAY-Letter telepheone, filing, self starter, organizer, business knowledge. Birmingham area. Restaurant Management & Development Co. Ask for Mr. Gann. 435-2280

BOOKKEEPER/SECRETARY Needed for one person office. Full time 255-0050

BOOKKEEPER with accounting knowledge, full time, experienced in cost accounting, payroll, periodic income statement and all round general bookkeeper for a young growing construction firm. Benefits include pension, medical and disability insurance and vacation. Salary commensurate with credentials. Phone calls not acceptable. Send resume including salary history to:

National Rigging and Erecting, 12763 Stark Rd., Livonia, 48150, Att: R. Coon.

BOOKKEEPING ASSISTANT part time, good statistical typing. Shorthand a plus. 559-5520

BUSY Southfield based office needs sharp receptionist. Must have pleasant voice and good typing skills. For interview, please call Paula at 352-8585

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

CASHIERING - light typing National company with good benefits. Call Rod Fergerson 274-3700

CASHIERING, phones and warranty. One girl office. Experience preferred. RV dealer. 10 Mile & Telegraph. Call Sandy. 353-1300

CHECK WRITER NCR MACHINE

Good math aptitude a must. Typing 50wpm. call

American Title Insurance Co.

353-0900 An Equal Opportunity Employer

CLERICAL

A SUBURBAN manufacturer seeks a person with a minimum of one year's experience in office procedures. The successful candidate will have excellent typing skills and general office talents.

Excellent fringe benefits including hospitalization, medical, dental, optical, and prescription. Tuition assistance, bonus plan, etc.

Please apply in person 1-3:30 PM at

WHITLOCK INC 23221 Industrial Park Dr. Farmington Hills

Equal Opportunity Employer M/F

CLERICAL

Due to expansion within our Purchasing Department, we are in need of part time clerical help. Some typing, filing, and posting of invoices. Excellent working conditions, good hours, pay commensurate with skills and abilities. Apply at:

ADVANCED TECHNOLOGY & TESTING 12921 Stark Rd. Livonia, 48150

An Equal Opportunity Employer

CLERICAL

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

349-5000

CLERICAL, part time position, Southfield area. Typing and dictaphone or shorthand experience helpful. Call Mr. Archambeau or Mrs. Traciak between 10AM-3PM 559-8500

Clerical Part Time

Southfield. 12:30 PM - 4:30 PM. Monday thru Friday. Typing, filing. Will be trained on switchboard. Call H. Munro 355-1100

CLERK TYPIST for Doctor's office. Experience preferred but will train. 37 hours weekly, evenings and Saturdays. Contact Paula 532-5550

CLERK TYPIST

Insurance - type accurate 50 WPM, $3 to $3.50 per hr, plus great paid benefits. 9 Mile-Northwestern Hwy. Call Mr. Goodwin

569-3188

CLERK TYPIST

Now accepting applications from persons over 30 for business office of apartment complex. Must be reliable and have own transportation. Paid vacation, sick days and insurance. Prefer Farmington area resident. Call

474-7511

CLERK-TYPIST

Person with good typing skills experienced in general contractors office procedures and files. To assist project manager with job minutes and records. Salary open. Send resume to box 591, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST to assist in filing, typing & inventory control, should type 40 to 50 WPM, experience not necessary. Paid vacation, paid Blue Cross, Blue Shield, located in Farmington Hills, For interview call 478-9000

Equal Opportunity Employer M/F

CLERK TYPIST, 55 wpm, $6,000 plus fringes. Call 334-1284

COMMUNICATIONS CLERK

Our World wide organization is seeking qualified individuals who possess excellent organizational ability and a flair for detail, to assist in the establishment of a nationwide telecommunications system and to help in our Member Relations division. The qualified individuals should possess good communication skills, typing of 60 wpm, and at least one year office experience. We offer a competitive salary and excellent fringe benefits to the successful candidate. If qualified, please contact Jean Kendall.

FLORISTS' TRANSWORLD DELIVERY ASSOCIATION

355-9300, ext. 284

COMPUTER TRAINEE wanted full time for export firm in Troy area. 435-2550

CRT OPERATOR, Typist, day and evening shift, 40 hour week, 50 WPM required. Top pay. Southfield area. Call Monday thru Friday 9 to 5 PM. 424-6770

EX-SECRETARIES interested in working temporary jobs for one day, one week or many weeks. $3. and up per hour. Suburban Secretarial Services Inc. Carol 559-4537

504 Help Wanted Office-Clerical

CUSTOMER SERVICE, $180

Handle phones, screen customers, write orders, type invoices and enter information into mini-computer, will train. Excellent benefits and advancement potential. Type 45 wpm, no fee.

325-7870 SHARROW & ASSOCIATES PERSONNEL AGENCY

DENTAL ASSISTANT - orthodontic office in Birmingham, dental experience preferred, full or part time scheduling. Sat. morning. Between 9-10 and 644-5400

DENTAL RECEPTIONIST- Full time in Fisher Building in Detroit. Certified dental assistant with experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No Evenings or Saturdays. Benefits included. Good potential for qualified person. 871-2144

DISTRICT SECRETARY for busy sales office for large national company Southfield area. Duties varied, typing, filing, phone. Will train on telotype. Skills required, typing 55 WPM, shorthand good but not essential. Good benefits, excellent working conditions. For appointment 569-6710

An Equal Opportunity Employer

DOCTORS OFFICE MANAGER/BOOKKEEPER

Nice benefits and a 35-35 hour week in suburban office. Supervise staff of six Books thru general ledger, $10,400 plus, fee paid. Immediate

353-2090 SNELLING & SNELLING PERSONNEL

EAGER TRAINEE! FEE PAID

Well know company will give you that first big break. Hurry! No experience needed.

TOWN & COUNTRY EMPLOYMENT CENTER 474-1717

EXECUTIVE SECRETARY

Permanent part time, Southfield area. Challenging position serving top executives Call for appointment 557-2757

EXECUTIVE SECRETARY

Excellent typing, good salary and benefits. Call 559-9870

EXECUTIVE SECRETARY

Experienced. Will also consider applicants re-entering job market. Should have ability to coordinate sales office during sales manager's absence. Pleasant working conditions. Good pay & benefits. Call Mr. Edmonds at 334-4583

EXECUTIVE SECRETARY

Southfield service organization is seeking a highly skilled individual to perform demanding secretarial duties. Maturity and dependability are essential in this position. Call for appointment.

353-3209

EXECUTIVE SECRETARY to President of distributorship for industrial products. Initiative, organizational ability, plus take charge ability. Unlimited growth potential. Bookkeeping and accurate typing required. Competitive salary and benefits. Maple and Telegraph area. 645-0950

EXECUTIVE SECRETARY $950- FEE PAID

International import-export company needs your good organizational ability and skills. Immediate opening. Call Kathy.

353-2090 SNELLING & SNELLING PERSONNEL

EXECUTIVE SECRETARY-Field Headquarters of a large multi-national corporation is seeking mature, experienced candidates for executive secretarial position. Must have 5 to 10 years secretarial experience. Excellent typing, shorthand and organizational skills required. Excellent pay and fringe benefits package. If interested, please forward resume to Box 606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

EXPERIENCED BOOKKEEPER, full or part time. Must know Pegboard system. Suburban area. Send resume including salary requirements to Box 618, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED dictaphone operator, receptionist, switchboard skills desirable but not essential. Excellent fringe benefits. Send resume with salary history including salary history to. Betty. Social Service Agency, 24123 Greenfield, Southfield, MI. 48075. 559-1509

EXPERIENCED RATE CLERK Needed for Insurance Agency in Livonia. Full time or part time. Monday through Friday, call for appointment 525-9150

EXPERIENCED SECRETARY, knowledge in buying helpful. 4 girl office in Northville. Good salary plus fringes for qualified person. 349-7058

EXPERIENCED SECRETARY Shorthand and typing skills, emphasis on accuracy rather than speed. Pleasant working conditions, excellent employee benefits. Call J. Kanavas

868-8600

Detroit Chemical Industries An Equal Opportunity Employer

EXPERIENCED STATISTICAL Typist for CPA firm. Four months, full time. 9 AM - 5PM. Southfield area. 559-4707

FARMINGTON HILLS. SWITCHBOARD/OPERATOR/RECEPTIONIST

Experienced PBX operator. Must be dependable with pleasant voice and personality. Light typing. Call 477-6100 ext 65. An equal opportunity employer

FILE CLERK, experience not necessary. Excellent working conditions and benefits. Contact Mrs Mc Callum, Home Insurance Company, Northbrid Financial Building 559-2400

Equal Opportunity Employer M/F

FILE CLERK

wanted for large office in Southfield. Minimum experience acceptable. No typing, permanent, good benefits. NAS Creditors Service.

353-8100

An Equal Opportunity Employer

FILE GIRL-Immediate opening. General office work. Filing and light typing duties. Must be good speller. Southfield area. Call Fidelity & Deposit Co.,

569-1990

Equal Opportunity Employer M. F.

GENERAL OFFICE - at least 1 year experience in typing, billing and all office procedures. Ask for Helen. 353-8500

GENERAL OFFICE, part time, days & afternoons. Highland Appliance, 23361 Telegraph, near 9 Mile, apply in person.

GENERAL OFFICE-filing, typing, answering phones. Full time. Apply between 9am-1pm. Great Lakes Wholesale Drugs, 11731 Levan, Livonia.

GENERAL OFFICE

Mature person for general office work with recent office experience. Light typing. Livonia area. Call 591-1400

GENERAL OFFICE-part time, experienced. Assist in variety of duties. Customer PR. Two to three days a week. Hours flexible. Near downtown. 653-3630

GENERAL OFFICE-interesting and diversified work. Good phone, typing necessary. Will handle accounts payable after computer training. Good benefits, paid vacation, non-smoker preferred. Troy. Call Mr. Kerbawy. 362-1060

GENERAL OFFICE

Person Friday spot offers $200-$300 for Super Sell Starter. Able to switch from front desk to figure keeping, great opportunity, call 542-8900

YOUR NEW BOSS PAY OUR FEE HARRIET SORGE PERSONNEL

LAB ASSISTANT for Allergist's Office. Experience with lab techniques required. Farmington Hills area. 851-6655

504 Help Wanted Office-Clerical

FORTUNE - 500 company in Southfield has an immediate opening for a qualified receptionist. Meet & greet clients, schedule appointments Type 50 WPM. Salary $800 Outstanding benefits & fee paid

PERSONNEL - secretary is needed for this top Birmingham firm. They will train you Type 60 WPM No shorthand Salary to $900, full benefits and fee paid

FARMINGTON - "A company is seeking a secretary for their busy office. Maturity, reliability a plus Type 60 WPM, shorthand 80, full benefits include dental, optical, etc Salary $800 plus and fee paid

ADVERTISING - agency in Royal Oak area is looking for an outgoing personality who types 40 WPM accurately. Salary $750 Complete benefit package 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

FULL TIME day position available in private lab in clerical area. Call between 12-3PM Monday thru Friday 557-8080

GAL FRIDAY, one girl office. Bookkeeping, typing 50 wpm, general office functions. Must have experience 474-0456

GENERAL OFFICE

Full time, accurate typist. In Birmingham

Call Carol 642-5900

GENERAL OFFICE

Sharp girl wanted to perform general office duties such as Typing, filing, adding machine, bookkeeping, accounts payable experience helpful. To work at main office of an expanding retail drug chain. Excellent working conditions and benefits. Call for appointment 356-4700

GENERAL OFFICE, part time to start, hours noon until 5 PM. Mon - Fri, with the chance to start full time in September. Opportunity to learn all aspects of business and grow with us. Position would consist of light typing, filing, phone communications and general office procedures. No experience necessary. We will train. $250 per hour to start. Office located in Oak Park Call Bob Metalis 356-5500 for interview.

GENERAL OFFICE

Applicant must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Dept.

Alexander Hamilton Life Insurance Co. Of America 553-2000

12 Mile & Farmington Rd
12 Mile & Orchard Lake

553-2000

GIRL FRIDAY

Part time, must be 1st rate bookkeeper through trial balance, some typing and knowledge. Good telephone personality. Franklin area Top salary negotiable. 626-7272

HOSPITAL RECEPTIONIST $185

For pediatric department of large medical group. Answer phone, make appointments, patient files & book appointments Type 50. Benefits with dental & COLA

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Secretarial, Typing, Stenographic Skills, Office Clerks, no typing necessary.

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IMMEDIATE OPENING for Secretary at Farmington Hills Corporation, excellent stenographic and organizational skills necessary along with willingness to work as part of the team. Competitive salary and fringe benefits. Send resume in confidence to Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE POSITION available for typist/general office. Light manufacturing office. Apply in person. B & D Tool Co., 21820 Orchard Lake Rd., Farmington Hills

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Agency has position open for full time or part time File Clerk, with typing experience. Automobile Center Building, Southfield Call Mrs Wick 354-0200

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Your casualty and property rating experience can win you this important position in suburban agency. Life typing needed. To $14,000. Hurry for this! Call Kathy Hobek

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Call 275-5550

LEGAL SECRETARY immediate opening, suburban northwest firm. Good typing, shorthand, thinking essential. Salary commensurate. For appointment 626-9732

504 Help Wanted Office-Clerical

SECRETARY

Southfield Area Office requires experienced Secretary with pleasant telephone personality. Good typing and transcribing skills required. Shorthand and Mag II knowledge desired. Excellent salary and benefits.

To arrange for interview call Bill Otto 354-2220

CLAYTON MANUFACTURING COMPANY

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Equal Opportunity Employer

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Opportunity exist for an individual capable of assuming the clerical duties usually associated in a personnel function. Experienced in processing new hires and preparing various personnel reports desirable. Shorthand not required, but must be able to type 60 WPM accurately. Pleasant suburban location, convenient to several major expressways. Salary commensurate with experience. Call or apply.

Personnel Dept.

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Automatic Production Systems Div. 23400 Halstead Rd. Farmington Hills, Mich. 48024

477-0800

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National Bank of Detroit will be interviewing at Eastland Center for part-time tellers and other part and full-time positions such as typists, secretaries 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 Eastland Center, lower concourse - Auditorium, Friday, April 27th between 10 a.m. and 3 p.m.

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NATIONAL BANK OF DETROIT 363 West Big Beaver Troy, Michigan 48084

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504 Help Wanted Office-Clerical

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PERSONNEL OFFICE MON.-FRI. 9 a.m.-5 p.m.

Sheraton-Southfield Hotel

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