502 Help Wanted Dental-Medical

FULL TIME and part time opening for an RN or LPN on the PM shift. Call for details. 651-4422

Full time medical receptionist, experienced in Medicare, Medicaid & Blue Cross insurance, peg board and EKG's. Call 569-5347

FULL TIME RN wanted for busy OB-Gyn practice in Birmingham. Hours 7:30 to 4:00. Experience required. Call Manager between 10 and 4. 647-5545

HONDA ACCORD 1977, blue, excellent condition. $4795. Weekdays. 967-0789. Evenings. 626-7980

IF YOU are looking for a Fri. Sat. & Sun. job for 8 hrs a day in beautiful surroundings and are a mature lady with qualified experience as a companion-aide please call 645-0510 or 851-7975

LAB TECH

Experienced in hematology and chemistry is required for Farmington MD'S office. 4 days, no weekends!
Apply in person
WOMAN'S COUNTRY EMPLOYMENT CENTER
Med. Dental Div. 474-1717

LIVONIA DENTAL OFFICE
Needs Mature reliable woman. Some experience helpful but will train. Call between 9 AM-5 PM 261-8044

Marketing Rep' Medical Billing.

Michigan's largest Medical billing company is expanding the marketing staff to handle exciting new products for 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.

30881 Schoolcraft, Livonia, Michigan

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

MEDICAL Assistant with experience. Paid vacation, paid Blue Cross, profit sharing plan. Garden City area. Call 10 AM- 5 PM, Mon. Tues., Thurs. Fri. 421-6116

MEDICAL ASSISTANT
Internist's office in W. Bloomfield requires experience in office laboratory, IE, D' 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

MEDICAL ASSISTANT needed for Troy physician. Experience necessary. EKG background. 649-1468

MEDICAL ASSISTANT, full time, must be experienced in X-ray, EKG, Vena puncture and Injections. Troy area. 649-2060

MEDICAL insurance person, experience, Blue Shield, Medicare, Medicaid, 24 hours, $4.50 per hour. Bloomfield Hills area. Send resume and references to Box 626, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
For Farmington Hills Allergy office. Good pay for experienced individual. Send typed resume to: P.O. Box 298, Southfield Mich. 48037

MEDICAL RECEPTIONIST and Insurance biller. Minimum 1 Yr. experience. Pegboard, computer billing experience helpful 349-5719

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

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

502 Help Wanted Dental-Medical

NURSE For Saturday ear piercing in metro Detroit area. Weekdays, 852-5600

NURSES AID DAYS, 7-3 PM

GOOD WAGES & BENEFITS
Apply in person
WISHING WELL MANOR
320 W. Main St.
Northville

OPTOMETRIST'S ASSISTANT DISPENSERS-TWO
One for about 35 hour week, one for about 16 hour week. No evenings. $6 per hour if properly experienced. Will train non experienced. Garden City. 421-0900

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

PART TIME medical typist needed, Bloomfield Hills. Call for interview 334-4535

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

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

RECENT HIGH school Graduate for busy Ob-Gyn office. Able to do rotation between Livonia and Southwest Detroit office. Must have car. Experience preferred. Ask for Mrs. Roth. 474-4590

MEDICAL SECRETARY - Assistant. Surgeon's 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, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TECHNOLOGIST
MT (ASCP) or MLT
Experienced required for a full time technology position on our afternoon shift (2-10 pm). Hematology experience an absolute must. Good working environment in a beautiful location. Salary commensurate with experience. Call or write Mr. Don Gyrb, Michigan Medical Laboratory, 22030 Orchard Lake Rd., Farmington Hills, Mi. 48018. 476-1990

RECEPTIONIST for modern progressive dental practice. Full time, 5 day week, Westland area. Experience preferred. 422-5560

RECEPTIONIST & billing clerk for busy doctor's office in Southfield. Experience preferred, but not necessary. 358-1288

RECEPTIONIST MEDICAL
Assistant needed for full time position in busy OB-Gyn office, including early pregnancy termination. In the Livonia area. Must have at least 2 yrs. experience in Insurance Billing, answering and scheduling appointments, typing at least 45 wpm, injections, venipuncture, EKG and X-Rays. Excellent salary and fringe benefits. Only hard working energetic person need apply. Call
937-1550

RECEPTIONIST, Livonia Medical office. Willing to learn EKG and Vena puncture. Call after 6PM. 682-5149

RECEPTIONIST
Full or part time, doctor's office North-west Detroit. Diversified responsibilities to include all aspects of insurance billing. Individual should be knowledgeable in typing and have some organizational skills. Medical office experience helpful, however not necessary, as similar experience will qualify. Top position for responsible and mature individual. Salary commensurate with ability and experience. Call Monday thru Thursday, between 11am-3pm. 271-6116

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

502 Help Wanted Dental-Medical

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
165 Haggerty, Plymouth
455-0510

NURSE AIDES & ORDERLIES MIDNIGHTS ONLY

$3 above the scale 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 1 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 218, 17000 W. 8 Mile

569-2781
PONTIAC - Suite 305, Capitol Savings & Loan, 75 W. Huron at Wideteack. Mon. thru Fri. 1-4 PM

338-6881

RN'S - LPN'S, Nurse Aides, work close to home, we are located in Farmington, have openings part time, full time & weekends only. Call for an interview 477-7373

RN-Southfield Pediatric office. Mature responsible individual. 358-0420

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

R.N. FOR ALLERGIST'S OFFICE
In Northland area. 4½ day week. Please call between 10 AM - 5 PM. 569-0569

SHARP, experienced dental assistant. Front & back, pleasant office, good hours. Dearborn Heights area. 562-7346

SPRING FEVER

Time for a change? Why not shake up your winter routine by working when you want, where your want and receive top pay while doing it.
Qualty Care
643-0311
An Equal Opportunity Employer

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

WHITEHALL HOME on Grand River needs Nurse Aide.
1 PM - 9.30 PM Saturday & Sunday. Call 474-3442

X-RAY TECH

ON CALL
Our small Western suburban hospital is currently seeking an X-ray tech to work on an "as needed" basis. Prefer an experienced, registered technician. We offer an excellent wage rate and a congenial work environment. Contact the Personnel department.

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

504 Help Wanted Office-Clerical

ACCOUNTANTS PAYABLE CLERK

Northwest area contractor looking for someone with Accounts Payable experience. Must be proficient in typing, 10 key, and desire to be trained in computer methods. Must be self-starter, industrious and capable of organizing and maintaining own area of responsibility. Good salary and fringe benefits. Apply between 8 AM and 5 PM at - 24955 Novi Rd., Novi.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARIES

Manufacturers Bank has positions available for secretaries with one-two years previous experience. Typing 55-60 WPM and shorthand 80-100 WPM preferred.

Renaissance Center
Credit Department, International Department: Fluency in Spanish required.

Operations Center
Mortgage Department

Oakland County (Birmingham)
Trust Department
Excellent working conditions, competitive salary and benefits offered.

APPLY:
MANUFACTURERS BANK
411 W. Lafayette
Downtown Detroit
Tues. - Fri. 9 a.m. - 11 a.m. only or call 222-4610
Equal Opportunity Employer M/F/H
MANUFACTURERS

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
Clayton
24780 Swanson Road
Southfield, Michigan 48075
Equal Opportunity Employer

PART-TIME TELLERS, TYPISTS, SECRETARIES, CLERKS

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.

NATIONAL BANK OF DETROIT
NBD
An Equal Opportunity Employer M.F. We Employ the Handicapped

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

ACCOUNTS RECEIVABLE CLERK

We have an accounts receivable opening in our busy hotel accounting department. Good telephone manner essential. Credit experience helpful. Excellent opportunity for aggressive individual to learn all phases of accounting operation. Generous benefit package. Please apply.

PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.
Sheraton
Sheraton-Southfield Hotel
SHERATON HOTELS & INNS WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN
EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER

PART-TIME TELLERS

NBD, Troy bank, is taking applications for part-time tellers. Some cash handling experience is preferred, but not required. Employment at NBD Troy means good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Interested? Apply in person at NBD Troy, between the hours of 10 a.m. and 3 p.m.

NATIONAL BANK OF DETROIT
363 West Big Beaver
Troy, Michigan 48084
NBD
An Equal Opportunity Employer M/F
We Employ the Handicapped

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

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

College Students High School Sr. Teachers

Now is the time to register for temporary employment during your semester and summer brakes. Join the wonderful world of Work. Work close to home. We pay top wages for top skills.

WE NEED
SECRETARIES
TYPISTS
ALL OTHER
OFFICE SKILLS

No Fee	No Contract
FARMINGTON	478-8888
LIVONIA	525-0320
CLAWSON	585-8287
ORCHARD LAKE	681-7685
WESTLAND	565-8060
OAK PARK	967-0336

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 REDMOND
SOUTHFIELD COMMUNITY PLACEMENT
354-9167

ON-THE JOB Training Positions For Secretaries

City of Southfield Community Placement can help you if you are an Oakland County resident and meet other Federal CETA program requirements.

CALL
354-9167

RECEPTIONIST

For Livonia real estate office. Must have general office skills with excellent personality. Mature woman preferred.
261-4200.

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 $4.88 per hour, excellent benefits. Contact.
WEST BLOOMFIELD SCHOOLS
682-3555

SUMMER JOBS

OFFICE CLERICAL POSITIONS
NEED SUMMER WORK ONLY?
Why not be a POOL GIRL. We have openings now just for you. Top pay never a fee.
478-8350
Office Personnel Pool
Temporary Personnel Since 1946

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $188wk.
Stenos & Secy's to $212.00
Many other positions available. Most fees paid by Employer.
Employment Center Inc.
569-1636

504 Help Wanted Office-Clerical

ACCOUNTING, Bookkeeping and Data Entry person for Allen Park travel agency. Should have agency or computer experience. Call 281-4668

ACCOUNTING

COST CLERK/SECRETARY
Excellent opportunity with Southfield based marketing & advertising promotion company. Perform a variety of accounting duties including maintenance of data for a computerized cost system. Requires an experienced typist to type financial schedules and reports. Please call Personnel Dept. to arrange an appointment. 352-3900
An Equal Opportunity Employer

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 able to accept responsibility. Non smoking office. Ideal for mature, responsible woman. McNichols - Woodward area. Ask for Vickie 883-1800

A CHANGE NEEDED?

Stop cleaning the oven. Start using your 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 organizational experience for top position. Variety and responsibility. To $13,000. Call Joanne Hedley today.

353-2090
SNELLING & SNELLING PERSONNEL

A PERMANENT position for intelligent person to do various office functions, must be very flexible with lots of smile - Lahser area, Mr. Pearlman. 353-0160

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. 646-8300

1st Federal Savings of Detroit
An Equal Opportunity Employer

Apt. Complex Office Manager

Sharp Person to handle rental applicants & screening, social activities, tenant relations & service complaints, etc. etc. 8.30 AM-5 PM. Mon thru Fri. Excellent Oak Park Location. 557-2500

ARE YOU LOOKING for a new challenging position? Experienced full charge bookkeeper for special assignment with CPA. Excellent pay.
569-3177

ASSISTANT Bookkeeper, bright girl with at least 2 years experience thru Trial Balance, Knowledge of system used for Accounts Payable. Typing experience also required. Start immediately. Southfield location. ask for Rhonda.
557-5850

ASSISTANT BOOKKEEPER, must have some experience in Accounts Receivable, Excellent salary and fringe benefits. 9 Mile-Coolidge Area. 542-7200

ATTENTION HORSEY SET

Person Friday, for paid 18 horses and travel turn you on, this is your job! Be right hand to owner of a thoroughbred farm. Typing and 2 years secretarial experience needed $10,400. Call Joanne Hedley
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 Avis Ford Inc., Southfield. Contact Sylvia. 354-3000

BILLER for Auto Dealership Farmington Hills area. 478-8000

BILLER for full time position recording daily business transaction, preparing statements for therapy group. Typing experience & math skills required. Excellent fringe benefits. Office located in Southfield. 353-0250

BOOKKEEPER
For Novi area firm. Knowledge of Burroughs series 1, mini computer helpful but not necessary. Call John Eckstrom, 349-7600

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 Sorah 689-3600

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

BOOKKEEPER-PERSON FRIDAY.
Letter composition, word processing operator, business knowledge. Birmingham area. Restaurant. Management & Development Co. Ask for Mr. Gamm. 435-2280

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.
353-3299

504 Help Wanted Office-Clerical

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

Bookkeeper

Suburban company offers excellent opportunity to qualified Bookkeeper!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

BOOKKEEPING ASSISTANT
part time, good statistical typing, shorthand a plus. 478-5570

BUSY TROY LAW FIRM needs experienced legal secretary with minimum of 2 years experience & excellent skills. Insurance benefits. Salary to $250. Call Jerri. 649-2200

CASHIERING - light typing. National company with good benefits. Call Rod Ferguson 274-2160

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

CASHIER - RECEPTIONIST. Sharp individual who enjoys meeting and serving the public. Must be able to type and work with figures. Business experience desirable but not necessary. Call Thrift, 35630 Michigan Avenue, Wayne, Michigan

Equal Opportunity Employer M/F

CLERICAL

Due to expansion within our Purchasing Department, we are in need of full time clerical help. Some typing, filing, and posting of invoices. Excellent typing required. Competive salary and benefits. Maple and Telegraph area 645-0050

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 operation of a large multi-national corporation is seeking mature, experienced secretary. Executive secretarial position. Must have 3 to 6 years secretarial experience. Good typing, shorthand and organizational skills required. Excellent pay and fringe benefit package. If interested, please forward resume to Box 606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

EXECUTIVE SECRETARY

Immediate opening for a responsible, mature woman with good shorthand and typing skills. Duties include making travel arrangements. Must be a self-starter with ability to take charge. Excellent salary and benefits. Located 12 Mile near Greenfield in Southfield
Call Betty at
Weight Watchers,
557-5633

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
Full Charge Bookkeeper,
Farmington Hills Area.
477-0189

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

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

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

FARMINGTON HILLS
CORPORATION needs general office clerk. Pleasant phone personality, accurate typing and spelling essential. 1 year office experience necessary. Ask for Miss Rutchford 348-2965

FILE CLERK, experience not necessary. Excellent working conditions and benefits. Contact Mrs. Mc Callum, Home Insurance Company, Northfield Financial Building 478-2480
Equal Opportunity Employer M/F

FILE CLERK
wanted for large office in Southfield. Minimum experience acceptable. No typing, permanent, good benefits. NAS Creditors Service. 353-0300
An Equal Opportunity Employer

FRONT DESK - Hotel/Motel PBX, light typing, 5 days, 8 to 4 PM., permanent. Botsford Inn. 474-4800

FULL TIME JOB FOR our new Novi Office Manager person, typing ability essential. Light bookkeeping experience helpful. Reality World. Better Homes. 533-5402

FULL TIME SWITCHBOARD OPERATOR AND RECEPTIONIST FOR REAL ESTATE COMPANY IN 13 MILE-ORCHARD LAKE RD. AREA. TYPING REQUIRED. CALL MS. PAT DONNET, 851-1900.

GENERAL OFFICE
Full time, accurate typist. In Birmingham
Call Carol 642-5900

GENERAL OFFICE - at least 1 year experience in typing, billing and all office procedures. Ask for Helen. 352-8500

GENERAL OFFICE-filing, typing, answering phones. Full time. Apply in person. Lahser area. Carol Lakes Wholesale Drugs, 11731 Levan, Livonia.

GENERAL OFFICE
Person Friday spot office work. $300 for Super Sell Starter. Able to switch from front desk to figure keeping, great opportunity, call 562-8900

YOUR NEW BOSS PAYS OUR FEE
HARRIET SOBGE PERSONNEL

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. $350 per hour to start. Office located in Oak Park. Call Hub Metals 356-5500 for interview

GENERAL OFFICE, bookkeeping & typing required, reasonable pay with benefits. Farmington Area. 476-3800

GENERAL OFFICE WORK
Full time summer work. College student preferred. Dearborn Heights area. Call between 8 AM and 5 PM. 278-3371

GENERAL Office person needed for busy Southfield office. Must be Good Typist. Some filing and phone duties. 569-3219

GENERAL OFFICE, experienced, mature, responsible individual. Full time secretarial position in Real Estate office. Must be accurate typist with pleasant personality. 478-4100

GENERAL OFFICE for merchandising department. Full time. Must be detail minded 37% hour week, $129. Twelve Mile & Southfield Rd. Phone Ms. Steve. 557-6115

GENERAL OFFICE help-interesting and challenging position. Typing, filing, phone communication, knowledge of bookkeeping and general office procedures. Good benefits, paid vacation. Farmington/Farmington Hills area. 478-3600

GIRL FRIDAY

Accurate typist, telephone, some shorthand, experience in commercial construction is required.
Call 559-2000, ext. 180
SCHOSTAK BROS. & CO. INC.

504 Help Wanted Office-Clerical

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

COURIER
for Days, 18 or over. Full time position. Call J.M. Data Service, Livonia 522-1710

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. 424-8770

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 Saturday. Benefits included. Good potential for qualified person. 871-2144

DICTATING TYPIST, full or part time hours, all day typing. 50wpm, contact Miss Morrison, Employers Insurance of Wausau, Southfield, Mich. 352-1500
An Equal Opportunity Employer

DISTRICT SECRETARY for busy sales office for large national company Southfield area Duties varied, typing, phone. Will train on telotype. Call Sandy. 353-1300

EXECUTIVE SECRETARY
Permanent part time, Southfield area. Excellent typing, good salary and benefits. Call 559-9870

EXECUTIVE SECRETARY to President of busy 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 645-0050

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 operation of a large multi-national corporation is seeking mature, experienced secretary. Executive secretarial position. Must have 3 to 6 years secretarial experience. Good typing, shorthand and organizational skills required. Excellent pay and fringe benefit package. If interested, please forward resume to Box 606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

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Immediate opening for a responsible, mature woman with good shorthand and typing skills. Duties include making travel arrangements. Must be a self-starter with ability to take charge. Excellent salary and benefits. Located 12 Mile near Greenfield in Southfield
Call Betty at
Weight Watchers,
557-5633

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Full Charge Bookkeeper,
Farmington Hills Area.
477-0189

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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

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

FARMINGTON HILLS
CORPORATION needs general office clerk. Pleasant phone personality, accurate typing and spelling essential. 1 year office experience necessary. Ask for Miss Rutchford 348-2965

FILE CLERK, experience not necessary. Excellent working conditions and benefits. Contact Mrs. Mc Callum, Home Insurance Company, Northfield Financial Building 478-2480
Equal Opportunity Employer M/F

FILE CLERK
wanted for large office in Southfield. Minimum experience acceptable. No typing, permanent, good benefits. NAS Creditors Service. 353-0300
An Equal Opportunity Employer

FRONT DESK - Hotel/Motel PBX, light typing, 5 days, 8 to 4 PM., permanent. Botsford Inn. 474-4800

FULL TIME JOB FOR our new Novi Office Manager person, typing ability essential. Light bookkeeping experience helpful. Reality World. Better Homes. 533-5402

FULL TIME SWITCHBOARD OPERATOR AND RECEPTIONIST FOR REAL ESTATE COMPANY IN 13 MILE-ORCHARD LAKE RD. AREA. TYPING REQUIRED. CALL MS. PAT DONNET, 851-1900.

GENERAL OFFICE
Full time, accurate typist. In Birmingham
Call Carol 642-5900

GENERAL OFFICE - at least 1 year experience in typing, billing and all office procedures. Ask for Helen. 352-8500

GENERAL OFFICE-filing, typing, answering phones. Full time. Apply in person. Lahser area. Carol Lakes Wholesale Drugs, 11731 Levan, Livonia.

GENERAL OFFICE
Person Friday spot office work. $300 for Super Sell Starter. Able to switch from front desk to figure keeping, great opportunity, call 562-8900

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HARRIET SOBGE PERSONNEL

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. $350 per hour to start. Office located in Oak Park. Call Hub Metals 356-5500 for interview

GENERAL OFFICE, bookkeeping & typing required, reasonable pay with benefits. Farmington Area. 476-3800

GENERAL OFFICE WORK
Full time summer work. College student preferred. Dearborn Heights area. Call between 8 AM and 5 PM. 278-3371

GENERAL Office person needed for busy Southfield office. Must be Good Typist. Some filing and phone duties. 569-3219

GENERAL OFFICE, experienced, mature, responsible individual. Full time secretarial position in Real Estate office. Must be accurate typist with pleasant personality. 478-4100

GENERAL OFFICE for merchandising department. Full time. Must be detail minded 37% hour week, $129. Twelve Mile & Southfield Rd. Phone Ms. Steve. 557-6115

GENERAL OFFICE help-interesting and challenging position. Typing, filing, phone communication, knowledge of bookkeeping and general office procedures. Good benefits, paid vacation. Farmington/Farmington Hills area. 478-3600

GIRL FRIDAY

Accurate typist, telephone, some shorthand, experience in commercial construction is required.
Call 559-2000, ext. 180
SCHOSTAK BROS. & CO. INC.

504 Help Wanted Office-Clerical

GENERAL OFFICE
Sharp gal 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 & chain Excellent working conditions and benefits Call for appointment
336-4700

GIRL FRIDAY. 2 girl office. Must have knowledge of 10-key adding machine, be good with figures. $150 a week. Apply in person. Greenshire Office Center, 30585 Grand River, Room 206, Farmington Hills. Monday-Friday. 8.30-5.30

HEALTH CLAIM ADJUSTER

Small office, large health insurance company in Southfield. Duties include adjusting hospitalization major medical and loss of time plus good typing ability
CALL
559-3235

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Livonia
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26705 Woodward, Suite 305
Huntington Woods
543-1080
ALSO
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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 benefits. Send resume in confidence to Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE POSITION available for good general office. Light manufacturing firm. Apply in person R & D Tool Co., 21829 Orchard Lake Rd., Farmington Hills

INSURANCE
Agency has position open for full time or part time File Clerk with typing experience. American Center Building, Southfield Call Mrs. Weh. 334-6290

INSURANCE AGENCY
Female preferred - part time - flexible hours - claims experience preferred
682-2400

INSURANCE AGENCY - challenging position, commercial lines department, experience helpful but not necessary. Beautiful Southfield office. Contact Mrs Basso 358-1100

INSURANCE AGENCY
Opportunity for person with background in personal or commercial lines departments. Growing insurance business. Expansion in fast growing agency requires person who can assume responsibility. Birmingham location, salary open. Benefits Days. 646-6657. Eves. 681-9251

INSURANCE
Birmingham agency has opening for girl experienced in commercial lines Telephone Mr. Jones. 644-5829

INSURANCE CLAIMS office needs full time office girl. Duties include typing, telephone, general office work. Must be intelligent & neat in appearance. Southfield area. Call for interview 557-6420

INSURANCE CLERK FEE PAID

Your casualty and property rating experience can win you an excellent position in suburban agency. Late typing or typing speed. To $14 000. Hurry for this! Call Kathy Hobbel

353-2090
SNELLING & SNELLING PERSONNEL

INVENTORY CONTROL, mature person for detail work, part time.
7:30 AM-12:30PM. Dobbs Furniture, Troy 36 Camp 549-3500

JR. ACCOUNTING POSITION with a medium sized Westland manufacturing firm. Job responsibilities include accounts payable function, inventory control, & costing. Salary commensurate with ability. For interview call Mike Yugovich 464-1020

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Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.

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Keypunch Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 month experience, full & part time, days, afternoons & midnights.
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KEYPUNCH OPERATOR

An excellent opportunity exists for an individual with IBM 129 Data Entry experience to join one of the nations top growth companies. We offer a good salary and a comprehensive employee benefit package. Please call Robert Merrick at
349-6700, Ext. 479
GUARDIAN INDUSTRIES
Northville, Michigan

KEYPUNCH OPERATOR
needed for full time position in progressive Southfield firm. Some experience necessary. Generous working conditions, excellent benefits. For appointment call
353-3299

LAB ASSISTANT for Allergist's Office Experience with lab techniques required Farmington Hills area
251-6655

LARGE SOUTHFIELD
office relocating to Troy seeks Mail Clerk Typist
Call 375-5550

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

LEGAL SECRETARIES

Highly respected established agency serving the legal community in the tri-county area, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid.
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LEGAL SECRETARY-experienced, self starter, bookkeeping an asset, general practice firm in Town Center Bldg., Southfield. Top salary to right person. Contact Sandy. 253-0150

LEGAL SECRETARY wanted for Southfield law firm, shorthand required. Call Cynthia Ludwig at
557-8300

LEGAL SECRETARY

Five years experience, Mag card, shorthand 100 wpm, typing 80 wpm or better. Prestigious position. Salary $13,000 - $13,500. Southfield area. Benefits. Fee Paid. Call Joanie.
S.O.S.
EXECUTIVE SERVICES
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Legal Secretary

Exceptional opportunity. Large law firm needs two experienced professionals. We offer the challenge, responsibilities and opportunity you seek at the salary and benefits you deserve.
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TYPISTS

Typists willing to learn to become electronic typesetters are needed full-time days